



TAHOE-TRUCKEE SANITATION AGENCY  
REGULAR BOARD MEETING  
MARCH 15, 2023



## TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency  
13720 Butterfield Drive  
TRUCKEE, CALIFORNIA 96161  
(530) 587-2525 • FAX (530) 587-5840

### Directors

*Dan Wilkins: President*  
*Blake Tresan: Vice President*  
*Dale Cox*  
*David Smelser*  
*Scott Wilson*  
**General Manager**  
*Richard Pallante*

## BOARD OF DIRECTORS REGULAR MEETING NOTICE AND AGENDA

**Date:** March 15, 2023

**Time:** 9:00 AM

**Place:** Board Room, Tahoe-Truckee Sanitation Agency, 13720 Butterfield Drive, Truckee, California

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code section 54953(b). The following are the teleconferencing location(s): (1) 647 Broadway, Dunedin, FL. 34698 The locations are accessible to the public, and members of the public may listen to the meeting and address the Board of Directors from the teleconference location.

Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on the Agenda below before or during consideration of that item. To better accommodate members of the public and staff, some Agenda items may be considered in an order different than listed below.

### **I. Call to Order, Roll Call, and Pledge of Allegiance**

**II. Public Comment** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe-Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. Please note there is a five (5) minute limit per person. In addition to or in lieu of public comment, any person may submit a written statement concerning Agency business to be included in the record of proceedings and filed with the meeting minutes. Any such statement must be provided to the recording secretary at the meeting.

**III. Professional Achievements, Awards, and Anniversaries** acknowledgement of staff for professional achievements and other awards.

**IV. Consent Agenda** Consent Agenda items are routine items that may be approved without discussion. If an item requires discussion, it may be removed from the Consent Agenda prior to action.

1. Ratify payment of general fund warrants.
2. Ratify approval of financial statements.

### **V. Regular Agenda**

1. Approval of the minutes of the regular Board meeting on February 15, 2023.

2. Consideration and possible action on the acceptance of the Sewer Rate Study by HDR Engineering and Setting of a Public Hearing in accordance with Proposition 218 for a change in the sewer rates for 2024 through 2028 for May 17, 2023.
3. Approval of the 2023 Roof Repair Project.
4. Approval to purchase two (2) Taylor-Dunn Electric Utility Carts.
5. Approval to purchase one (1) Seepex Progressing Cavity Pump for TWAS.

**VI. Management Team Report**

1. Department Reports.
2. General Manager Report.

**VII. Board of Director Comment** Opportunity for directors to ask questions for clarification, make brief announcements and reports, provide information to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.

**VIII. Closed Session**

1. Closed session for public employee performance evaluation of the General Manager. (Government Code, §54957.)

**IX. Open Session**

1. Report from Closed Session.

**X. Adjournment**

Posted and Mailed, 03/09/2023.



Roshelle Chavez  
Executive Assistant/Board Clerk

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, then please contact Roshelle Chavez at 530-587-2525, 530-587-5840 (fax), or email [rchavez@ttsa.ca.gov](mailto:rchavez@ttsa.ca.gov). Requests must be made as early as possible, and at least one-full business day before the start of the meeting.

Documents and material relating to an open session agenda item that are provided to the T-TSA Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the Agency's office located at 13720 Butterfield Drive, Truckee, CA.



# **TAHOE-TRUCKEE SANITATION AGENCY**

## **MEMORANDUM**

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** I  
**Subject:** Call to Order, Roll Call, and Pledge of Allegiance.

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### **Background**

Call to Order, Roll Call, and Pledge of Allegiance.





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** II  
**Subject:** Public Comment.

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### **Background**

Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject that is within the jurisdiction of Tahoe Truckee Sanitation Agency and that does not appear on the agenda. Any matter that requires action may be referred to staff for a report and action at a subsequent Board meeting. There is a five (5) minute limit per person.



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Vicky Lufrano, Human Resources Administrator  
**Item:** III  
**Subject:** Professional Achievements, Awards and Anniversaries.

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### **Background**

Acknowledgement of staff for professional achievements, awards and anniversaries received the previous calendar month or quarter.

### **Achievements and Promotions**

- Joel Oberly – Received Wastewater Treatment Plant Operator II certification and promoted to Operator II

### **Fiscal Impact**

Recipients of promotions receive salary increases.


### **Attachments**


None.

### **Recommendation**

No action required.

### **Review Tracking**

Submitted By:   
Vicky Lufrano  
Human Resources Administrator

Approved By:   
Richard Pallante  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** IV-1  
**Subject:** Ratify payment of General Fund Warrants.

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### Background

The Agency implemented the Caselle software program, and the report of general fund warrants is attached as prepared by Agency accounting software. It should be noted, payroll summaries are excluded from the general fund warrants and are incorporated into the financial statements.

The Finance Committee reviewed and approved payment of the general fund warrants at its recent meeting.

### Fiscal Impact

Decrease in Agency funds per the warrant amounts.

### Attachments

Report of general fund warrants.

### Recommendation

Management and staff recommend the Board Directors ratify payment of the general fund warrants.

### Review Tracking

Submitted By: *Crystal A Sublet*  
Crystal Sublet  
Finance and Administrative Manager

Approved By: *Richard Pallante*  
Richard Pallante  
General Manager

Payee	Check Number	Check Issue Date	Description	Amount
<b>ADLER TANK RENTALS</b>				
	89451	02/08/2023	DEWATERING TANK RENTAL FOR DIGESTER CLEANING	2,700.00
Total ADLER TANK RENTALS:				2,700.00
<b>AIR CLEAN SYSTEMS</b>				
	89452	02/08/2023	12x24 Filter For Lab	346.00
Total AIR CLEAN SYSTEMS:				346.00
<b>ALESHIRE &amp; WYNDER LLP</b>				
	89509	02/23/2023	JAN 2023 FEES	2,035.00
Total ALESHIRE & WYNDER LLP:				2,035.00
<b>ANNIE'S CLEANING SERVICE</b>				
	89453	02/08/2023	JAN 2023 JANITORIAL SVC	3,813.33
Total ANNIE'S CLEANING SERVICE:				3,813.33
<b>APPLIED FLOW TECHNOLOGY</b>				
	89454	02/08/2023	AFT Fathom Software Renewal for Hydraulic Modeling	1,100.00
Total APPLIED FLOW TECHNOLOGY:				1,100.00
<b>ARAMARK WORK APPAREL</b>				
	89455	02/08/2023	MATS	213.90
	89455	02/08/2023	TOWELS	14.15
	89455	02/08/2023	SVC CHARGE	14.00
	89510	02/23/2023	MATS	213.90
	89510	02/23/2023	TOWELS	14.15
	89510	02/23/2023	SVC CHARGE	14.00
	89510	02/23/2023	MATS	213.90
	89510	02/23/2023	TOWELS	14.15
	89510	02/23/2023	SVC CHARGE	14.00
Total ARAMARK WORK APPAREL:				726.15
<b>AT&amp;T 530 582-0827 966 5</b>				
	89450	02/08/2023	TELEPHONE BILL 10%	232.35 M
	89450	02/08/2023	TELEPHONE BILL 90%	2,091.23 M
Total AT&T 530 582-0827 966 5:				2,323.58
<b>AT&amp;T 831-000-9983 804</b>				
	89449	02/08/2023	TELEPHONE BILL 10%	155.78 M
	89449	02/08/2023	TELEPHONE BILL 90%	1,402.10 M
Total AT&T 831-000-9983 804:				1,557.88
<b>BARTKIEWICZ, KRONICK &amp; SHANAHAN</b>				
	89511	02/23/2023	JANUARY 2023 FEES	2,047.50
Total BARTKIEWICZ, KRONICK & SHANAHAN:				2,047.50
<b>BLUE WHITE</b>				
	89456	02/08/2023	CABLE M12 NETWORK BUS CONNECTION FOR SODIUM HYPOCHLORITE P	345.34

Payee	Check Number	Check Issue Date	Description	Amount
	89456	02/08/2023	OIL SILICONE, TUBE ASSY, ROLLER ASSY	817.19
Total BLUE WHITE:				1,162.53
<b>CAESARS ENTERTAINMENT</b>				
	89457	02/08/2023	TTSA Holiday Appreciation Dinner Party	5,748.97
Total CAESARS ENTERTAINMENT:				5,748.97
<b>CAROLLO</b>				
	89458	02/08/2023	GENERAL CONSULTING	3,441.00
	89458	02/08/2023	GENERAL CONSULTING	1,004.50
Total CAROLLO:				4,445.50
<b>CAROUSEL INDUSTRIES</b>				
	89512	02/23/2023	AVAYA PHONE SYSTEM UPGRADE	32,564.59
Total CAROUSEL INDUSTRIES:				32,564.59
<b>CASELLE</b>				
	89513	02/23/2023	MARCH 2023 MONTHLY SUPPORT & MAINTENANCE	3,631.00
Total CASELLE:				3,631.00
<b>CASHMAN EQUIPMENT CO.</b>				
	89459	02/08/2023	STOCK EDGE CUTTING , SCREWS	489.85
	89459	02/08/2023	PREVENATIVE MAINTENANCE ON GENERATORS	3,228.00
	89514	02/23/2023	SODIUM HYPOCHLORITE RENTAL TANKS	6,341.17
	89514	02/23/2023	REPLACEMENT BOOT FOR CONTROL STICK	46.54
	89514	02/23/2023	HOSES FOR GENERATOR #7, REPLACE SIGHT GAUGE, CRANKCASE BREAT	5,218.27
	89514	02/23/2023	PARTS & LABOR TO REPLACE FUEL SUPPLY & RETURN LINES	1,431.72
	89514	02/23/2023	CREDIT FOR RETURNED BELLOWS- WRONG SIZE	3,208.85-
Total CASHMAN EQUIPMENT CO.:				13,546.70
<b>CH2M HILL</b>				
	89460	02/08/2023	#36 FY23 CHLORINE SCRUBBER IMPROVEMENTS PROJ	14,986.39
Total CH2M HILL:				14,986.39
<b>CHARD SNYDER &amp; ASSOCIATES</b>				
	89461	02/08/2023	COBRA FEE	17.44
	89461	02/08/2023	COBRA FEE	8.72
	89461	02/08/2023	COBRA FEE	2.18
	89461	02/08/2023	COBRA FEE	33.52
	89461	02/08/2023	COBRA FEE	8.72
	89461	02/08/2023	COBRA FEE	17.16
	89461	02/08/2023	COBRA FEE	8.72
	89461	02/08/2023	COBRA FEE	4.36
	89461	02/08/2023	COBRA FEE	2.18
	89461	02/08/2023	ADMIN FEE	41.55
	89461	02/08/2023	ADMIN FEE	15.80
	89461	02/08/2023	ADMIN FEE	3.00
	89461	02/08/2023	ADMIN FEE	77.55
	89461	02/08/2023	ADMIN FEE	26.55
	89461	02/08/2023	ADMIN FEE	59.55

Payee	Check Number	Check Issue Date	Description	Amount
	89461	02/08/2023	ADMIN FEE	15.00
	89461	02/08/2023	ADMIN FEE	9.00
	89461	02/08/2023	ADMIN FEE	3.00
	2232301	02/23/2023	HRA REFUND	88.00-
	2232301	02/23/2023	HRA REFUND	184.52-
	2232301	02/23/2023	HRA REFUND	205.71-
	2232301	02/23/2023	HRA REFUND	281.47-
	2232301	02/23/2023	HRA	33.76
	2232301	02/23/2023	HRA	433.66
	2232301	02/23/2023	DCA	697.00
	2232301	02/23/2023	HRA	638.00
	2232301	02/23/2023	HRA	20.00
	2232301	02/23/2023	HRA	113.64
	2232301	02/23/2023	FSA	35.00
	2232301	02/23/2023	HRA	224.99
	2232301	02/23/2023	FSA	317.00
	2232301	02/23/2023	HRA	15.00
	2232301	02/23/2023	HRA	32.22
	2232301	02/23/2023	FSA	7.74
	2232301	02/23/2023	HRA	20.00
	2232301	02/23/2023	HRA	25.00
	2232301	02/23/2023	FSA	41.12
	2232301	02/23/2023	FSA	329.00
	2232301	02/23/2023	HRA	28.30
	2232301	02/23/2023	HRA	125.40
	2232301	02/23/2023	HRA	473.29
	2232301	02/23/2023	HRA	532.48
	2232301	02/23/2023	HRA	17.74
	2232301	02/23/2023	FSA	3.02
	2232301	02/23/2023	HRA	82.60
	2232301	02/23/2023	HRA	670.00
	2232301	02/23/2023	HRA	120.07
	2232301	02/23/2023	HRA	136.00
	2232301	02/23/2023	HRA	4.99
	2232301	02/23/2023	FSA	9.79
	2232301	02/23/2023	HRA	21.81
	2232301	02/23/2023	HRA	57.16
	2232301	02/23/2023	HRA	20.00
	2232301	02/23/2023	HRA	287.40
	2232301	02/23/2023	HRA	15.00
	2232301	02/23/2023	FSA	59.26
	2232301	02/23/2023	HRA	315.60
	2232301	02/23/2023	FSA	112.43
	2232301	02/23/2023	HRA	6.61
	2232301	02/23/2023	HRA	15.00
	2232301	02/23/2023	HRA	620.50
	2232301	02/23/2023	FSA	35.00
	2232301	02/23/2023	DCA	192.31
	2232301	02/23/2023	HRA	201.31
	2232301	02/23/2023	HRA	1,059.60
	2232301	02/23/2023	HRA	105.00
	2232301	02/23/2023	FSA	21.98
	2232301	02/23/2023	FSA	40.00
	2232301	02/23/2023	HRA	165.00
	2232301	02/23/2023	HRA	441.86
	2232301	02/23/2023	HRA	608.10
	2232301	02/23/2023	HRA	750.00

Payee	Check Number	Check Issue Date	Description	Amount
	2232301	02/23/2023	HRA	39.32
	2232301	02/23/2023	FSA	35.00
	2232301	02/23/2023	HRA REFUND	170.00-
	2232301	02/23/2023	HRA	760.50
	2232301	02/23/2023	HRA	35.00
	2232301	02/23/2023	FSA	5.00
	2232301	02/23/2023	HRA	20.00
Total CHARD SNYDER & ASSOCIATES:				10,656.86
<b>CORELOGIC INFORMATION SOLUTIONS, IN</b>				
	89462	02/08/2023	JAN 2023 INVOICE	506.48
Total CORELOGIC INFORMATION SOLUTIONS, IN:				506.48
<b>CUTTING IMAGE LLC</b>				
	89463	02/08/2023	STOCK #10 WINDOW ENVELOPES W/LOGO	281.30
Total CUTTING IMAGE LLC:				281.30
<b>CWEA</b>				
	89464	02/08/2023	CERTIFICATION RENEWAL	110.00
	89515	02/23/2023	MEMBERSHIP RENEWAL	202.00
	89515	02/23/2023	CERTIFICATION RENEWAL	105.00
Total CWEA:				417.00
<b>DECOYES PARTNERS INC</b>				
	89465	02/08/2023	CONNECTION FEE REFUND	27.00
Total DECOYES PARTNERS INC:				27.00
<b>EUROFINS CALSCIENCE INC</b>				
	89516	02/23/2023	OCT 2022 TEICHERT SOIL	652.00
Total EUROFINS CALSCIENCE INC:				652.00
<b>FASTENAL</b>				
	89466	02/08/2023	STOCK WIRE	4.33
	89517	02/23/2023	STOCK NUTS,BOLTS ORINGS	58.76
	89517	02/23/2023	REPLACEMENT HANDHELD GRINDER FOR SHOP	123.41
Total FASTENAL:				186.50
<b>FEDERAL EXPRESS CORP.</b>				
	89518	02/23/2023	FEB 2023 SHIPPING CHARGES	60.94
Total FEDERAL EXPRESS CORP.:				60.94
<b>FISHER SCIENTIFIC COMPANY</b>				
	89467	02/08/2023	Expansion Short Style Glass Shell Vials without Closures	404.19
	89467	02/08/2023	Expansion Short Style Glass Shell Vials For Lab	394.24
	89467	02/08/2023	Autosampler PolyVials and Caps For Lab	315.31
Total FISHER SCIENTIFIC COMPANY:				1,113.74

Payee	Check Number	Check Issue Date	Description	Amount
<b>GARLAND-STURGES COMPANY</b>				
	89519	02/23/2023	2023 SURETY BOND	1,431.00
Total GARLAND-STURGES COMPANY:				1,431.00
<b>GLOBAL INDUSTRIAL</b>				
	89468	02/08/2023	STOCK XL GLOVES	184.98
	89468	02/08/2023	STOCK TOP GRAIN COWHIDE LEATHER DRIVERS	325.46
	89468	02/08/2023	WATER FOUNTAIN REPLACEMENT	2,608.66
Total GLOBAL INDUSTRIAL:				3,119.10
<b>GOLDEN ROTISSERIE</b>				
	88737	02/23/2023	SAFETY LUNCHEON	909.30- V
	89520	02/23/2023	REISSUE JULY 2022 SAFETY LUNCHEON	909.30
Total GOLDEN ROTISSERIE:				.00
<b>GRAINGER INC., W.W.</b>				
	89469	02/08/2023	GATE VALVE FOR PRIMARY SPRAYERS	128.67
	89469	02/08/2023	REPLACEMENT FILTER CARTRIDGE	226.87
	89469	02/08/2023	STOCK STRAIGHT BLADE CONNECTOR	204.58
	89469	02/08/2023	STOCK WIRING DEVICE STRAIGHT BLADE PLUG	90.17
	89469	02/08/2023	Interior Panel Steel, Polyester Powder For Sodium Hypochlorite	95.38
	89469	02/08/2023	STOCK DISINFECTING WIPES	125.78
	89469	02/08/2023	STOCK TRASH BAGS 16 GAL	55.48
	89469	02/08/2023	STOCK TRASH BAGS	43.71
	89469	02/08/2023	STOCK SOLENOID REBUILD KIT	530.72
	89469	02/08/2023	STOCK PAPER TOWELS	34.37
	89469	02/08/2023	STOCK PAPER TOWELS	74.18
	89469	02/08/2023	Padlockable Hasp, 24 in Nominal Enclosure For Sodium Hypochlorite Proj	553.97
	89469	02/08/2023	SHAFT SLEEVE FOR BNR BLOWER	100.91
	89469	02/08/2023	STOCK 3M TAPE FOR WIRING	86.81
	89469	02/08/2023	STOCK RUBBER BOOTS	87.60
	89469	02/08/2023	STOCK DISPOSABLE XL GLOVES	345.40
	89469	02/08/2023	STOCK DISPOSABLE L GLOVES	172.70
	89469	02/08/2023	STOCK CABLE TIE FOR E&I	61.85
	89469	02/08/2023	STOCK SPLIT SLEEVE FOR 2 WATER	921.99
	89469	02/08/2023	STOCK HIP WADER	98.04
	89469	02/08/2023	Ratchet Face Shield For Sodium Hypochlorite Proj	184.59
	89469	02/08/2023	Female Sockets, Tee's for Sodium Hypochlorite Proj	48.54
	89469	02/08/2023	WELD-ON Pipe Cement:Gray For Sodium Hypochlorite Proj	17.34
	89469	02/08/2023	WELD-ON Primer For Sodium Hypochlorite Proj	8.19
	89469	02/08/2023	WESTWARD Tubing Reamer: Copper/PVC/Steel For Sodium Hypochlorite Proj	27.08
	89469	02/08/2023	WELD-ON Pipe Cement:Orange For Sodium Hypochlorite Proj	11.86
	89469	02/08/2023	WELD-ON Pipe Cement: Gray For Sodium Hypochlorite Proj	23.57
	89521	02/23/2023	CHECK & BALL VALVE FOR SODIUM HYPOCHLORITE PUMP	662.30
	89521	02/23/2023	STOCK MOTORS FOR 02 BASIN	619.07
	89521	02/23/2023	STOCK SNOW SHOVELS	673.36
	89521	02/23/2023	STOCK SCOOP SHOVELS	162.82
	89521	02/23/2023	EYEWASH BOTTLE REPLACEMENTS	237.08
	89521	02/23/2023	LABEL PRINTER RIBBON CARTRIDGE	192.75
Total GRAINGER INC., W.W.:				6,907.73
<b>HACH CHEMICAL COMPANY</b>				
	89470	02/08/2023	STOCK DIGITAL SENSORS FOR PH READINGS	1,698.44



Payee	Check Number	Check Issue Date	Description	Amount
	89470	02/08/2023	PUMP HEAD AMTAX FOR BNR ANALYZERS	2,082.73
	89470	02/08/2023	PISTON PUMP FOR BNR ANALYZER	2,917.34
	89522	02/23/2023	DEC 2022 WIMS SERVICES	6,670.00
Total HACH CHEMICAL COMPANY:				13,368.51
<b>HARRINGTON INDUSTRIAL PLASTICS</b>				
	89523	02/23/2023	PVC SHEET FOR SODIUM HYPOCHLORITE	906.87
	89523	02/23/2023	200D ADAPTER FOR SODIUM HYPOCHLORITE	131.57
	89523	02/23/2023	4" BALL VALVES FOR SODIUM HYPOCHLORITE	2,337.34
	89523	02/23/2023	TUBING FOR SODIUM HYPOCHLORITE DISCHARGE	886.24
Total HARRINGTON INDUSTRIAL PLASTICS:				4,262.02
<b>HDR ENGINEERING INC</b>				
	89524	02/23/2023	Comprehensive Sewer Service Charge Study	2,323.75
	89524	02/23/2023	Sewer Connection Fee Study	1,712.75
Total HDR ENGINEERING INC:				4,036.50
<b>HOME DEPOT CREDIT SERVICES</b>				
	89525	02/23/2023	REPLACEMENT OVEN	701.25
Total HOME DEPOT CREDIT SERVICES:				701.25
<b>Innovyze LLC</b>				
	89471	02/08/2023	Software Floating License for TRI Hydraulic Modeling	2,505.00
Total Innovyze LLC:				2,505.00
<b>INSTRUMART.COM</b>				
	89472	02/08/2023	REPLACEMENT FLOWLINE SENSORS FOR SODIUM HYPOCHLORITE PROJ	1,239.48
Total INSTRUMART.COM:				1,239.48
<b>INTERNATIONAL ACCREDITATION SERVICE INC</b>				
	89526	02/23/2023	LAB VIRTUAL PRE ASSESSMENT	2,000.00
Total INTERNATIONAL ACCREDITATION SERVICE INC:				2,000.00
<b>J.W. WELDING SUPPLY</b>				
	89473	02/08/2023	CYLINDER RENTALS	15.90
	89473	02/08/2023	CYLINDER RENTALS	81.95
	89473	02/08/2023	CYLINDER RENTALS	57.75
Total J.W. WELDING SUPPLY:				155.60
<b>JAIME GARCIA</b>				
	89474	02/08/2023	REIMBURSEMENT	205.68
Total JAIME GARCIA:				205.68
<b>JAMES TOBIN FUCHS</b>				
	89475	02/08/2023	REIMBURSEMENT	238.14
Total JAMES TOBIN FUCHS:				238.14

Payee	Check Number	Check Issue Date	Description	Amount
<b>JOHNSON CONTROLS FIRE PROTECTION LP</b>				
	89476	02/08/2023	FLOW METER FOR FIRE PUMP	3,733.14
Total JOHNSON CONTROLS FIRE PROTECTION LP:				3,733.14
<b>JORDAN TRUCK &amp; TRAILER</b>				
	89527	02/23/2023	PIN KIT PIVOT BAR FOR VHCL#13	64.81
	89527	02/23/2023	BLADE GUIDE ASSEMBLY FOR VHCL #13	35.72
	89527	02/23/2023	8' CUTTING EDGE FOR VHCL#13 PLOW	376.76
Total JORDAN TRUCK & TRAILER:				477.29
<b>LHOIST NORTH AMERICA</b>				
	89477	02/08/2023	24.42 TON HYDRATED LIME DLVD 1/20/23	9,542.61
	89477	02/08/2023	24.27 TON HYDRATED LIME DLVD 12/22/22	9,483.99
	89528	02/23/2023	24.060 TON HYDRATED LIME DLVD 1/31/23	9,401.93
	89528	02/23/2023	25.08 TON HYDRATED LIME DLVD 2/11/23	9,800.52
Total LHOIST NORTH AMERICA:				38,229.05
<b>LIBERTY PROCESS EQUIPMENT INC</b>				
	89478	02/08/2023	SHAFT CONNECTOR FOR TWAS PUMP	705.82
Total LIBERTY PROCESS EQUIPMENT INC:				705.82
<b>LIBERTY UTILITIES</b>				
	89529	02/23/2023	ELECTRIC BILL	25.45
	89529	02/23/2023	ELECTRIC BILL	26.75
	89529	02/23/2023	ELECTRIC BILL	25.91
	89529	02/23/2023	ELECTRIC BILL	24.82
	89529	02/23/2023	ELECTRIC BILL	35.76
Total LIBERTY UTILITIES:				138.69
<b>LINDE GAS AND EQUIP INC</b>				
	89530	02/23/2023	CYLINDER RENTALS	106.22
Total LINDE GAS AND EQUIP INC:				106.22
<b>LOGICALLY</b>				
	89531	02/23/2023	FEB 2023 MONTHLY LOGICALLY SVC	4,832.44
Total LOGICALLY:				4,832.44
<b>MICHELLE MACKEY</b>				
	89479	02/08/2023	REIMBURSEMENT	117.63
Total MICHELLE MACKEY:				117.63
<b>MMS WEST</b>				
	89480	02/08/2023	IM INK FOR POSTAGE MACHINE	394.83
Total MMS WEST:				394.83
<b>MOTION INDUSTRIES</b>				
	89481	02/08/2023	STOCK BELT FOR CO2 COMPRESSOR	87.95
	89481	02/08/2023	STOCK BEARINGS FOR DIGESTER RECIRCULATING PUMP	141.82

Payee	Check Number	Check Issue Date	Description	Amount
	89532	02/23/2023	STOCK BELTS FOR THICKENING CENTRIFUGE	315.35
Total MOTION INDUSTRIES:				545.12
<b>MOUNTAIN HARDWARE</b>				
	89482	02/08/2023	NOTCHED TROWL	26.60
	89482	02/08/2023	SOCKET ADAPTER, IMPACT POWER BIT SET	47.58
	89482	02/08/2023	SNOW SHOVELS	151.53
	89482	02/08/2023	DRILL BILL FOR SHOP	64.94
	89533	02/23/2023	ADAPTERS, DRILL BITS, SCREWS	180.22
	89533	02/23/2023	COUPLING FOR MAINTENANCE WATER FOUNTAIN	19.46
	89533	02/23/2023	PAINT & EPOXY REMOVER, ADHESIVE	104.96
	89533	02/23/2023	PROPANE FOR WAREHOUSE FORKLIFT	66.12
Total MOUNTAIN HARDWARE:				661.41
<b>MOUSER ELECTRONICS</b>				
	89534	02/23/2023	INTERFACE MODULES	31.77
Total MOUSER ELECTRONICS:				31.77
<b>MSC INDUSTRIAL SUPPLY</b>				
	89483	02/08/2023	STOCK GATE VALVE FOR 2 WATER HEADERS	195.48
	89483	02/08/2023	STOCK GATE VALVE FOR 2 WATER HEADERS	195.48
Total MSC INDUSTRIAL SUPPLY:				390.96
<b>NAPA- SIERRA</b>				
	89535	02/23/2023	8 IN BRUSH 48IN	16.29
	89535	02/23/2023	TRANSMISSION OIL FOR VHCL #8	33.81
	89535	02/23/2023	AIR INTAKE CLEANER FOR VHCL #8	14.05
	89535	02/23/2023	SKID STEER CHAINS	1,312.52
	89535	02/23/2023	GREASE & FILTERS	125.59
Total NAPA- SIERRA:				1,502.26
<b>NORTHERN TOOL &amp; EQUIPMENT</b>				
	89484	02/08/2023	FUEL FILTER FOR SALT DOG SANDER	15.84
	89484	02/08/2023	AIR FILTER FOR SALD DOG SANDER	52.47
Total NORTHERN TOOL & EQUIPMENT:				68.31
<b>OFFICE DEPOT</b>				
	89485	02/08/2023	File Folders, 1/3 Tab Cut, Assorted Position, Letter Size, Manila, Pack Of 100 Fold	15.42
	89485	02/08/2023	Perforated Writing Pads, 5" x 8", Narrow Ruled, 50 Sheets, White, Pack Of 12 Pad	8.29
	89485	02/08/2023	Perforated Writing Pads, 8-1/2" x 11-3/4", Legal Ruled, 50 Sheets, White, Pack Of	24.75
	89485	02/08/2023	Retractable Gel Ink Pens, Fine Point, 0.5 mm, Black Ink, Pack Of 12 Pens	10.61
	89485	02/08/2023	Retractable Gel Ink Pens, Fine Point, 0.5 mm, Blue Ink, Pack Of 12	10.61
	89485	02/08/2023	Soft-Grip Retractable Ballpoint Pens, Medium Point, 1.0 mm, Blue Ink, Pack Of 12	11.30
	89485	02/08/2023	Soft-Grip Retractable Ballpoint Pens, 1.0 mm, Black Ink, Pack Of 12	11.30
	89485	02/08/2023	BIC® Wite-Out Brand EZ Correct Correction Tape, 3/16" x 471-3/16", White, Pack	15.11
	89485	02/08/2023	Post-it® Super Sticky Notes, 3 in x 3 in, Energy Boost Collection, Pack Of 24 Pads	18.81
	89485	02/08/2023	Composition Book, 7 1/2" x 9 3/4", Wide Ruled, 100 Sheets, Black/White, Pack of	8.15
	89485	02/08/2023	Just Basics® Basic View 3-Ring Binder, 1 1/2" D-Rings, White	26.02
	89536	02/23/2023	STOCK BLACK TONER	100.55
	89536	02/23/2023	STOCK CYAN TONER	226.08
	89536	02/23/2023	STOCK MAGENTA TONER	226.08

Payee	Check Number	Check Issue Date	Description	Amount
	89536	02/23/2023	STOCK YELLOW TONER	226.08
	89536	02/23/2023	STOCK HIGH YIELD BLACK TONER	201.91
Total OFFICE DEPOT:				1,141.07
<b>PAYMENTUS CORP</b>				
	89537	02/23/2023	JAN 2023 TRANSACTION FEES	131.00
Total PAYMENTUS CORP:				131.00
<b>PINNACLE TOWERS INC.</b>				
	89538	02/23/2023	MONTHLY RADIO TOWER RENTAL PLUTO MTN	819.95
Total PINNACLE TOWERS INC.:				819.95
<b>PLATT ELECTRIC COMPANY</b>				
	89539	02/23/2023	STOCK CONDUIT BODY GASKETS	70.37
	89539	02/23/2023	STOCK CONDUIT BODY COVER 1/2 "	193.18
	89539	02/23/2023	STOCK CONDUIT BODY COVER SCREW ON/DOMED	46.52
Total PLATT ELECTRIC COMPANY:				310.07
<b>PRESERVATION TRUST COMPANY</b>				
	89486	02/08/2023	SERVICE CHARGE REFUND	410.37
Total PRESERVATION TRUST COMPANY:				410.37
<b>QUARTZY, INC DEPARTMENT 3895</b>				
	89487	02/08/2023	Potassium sulfate for lab	134.34
	89487	02/08/2023	Sodium hydroxide for lab	50.30
	89487	02/08/2023	Glass sample cell for lab	187.99
	89487	02/08/2023	Glass VOA Vials For Lab	235.25
Total QUARTZY, INC DEPARTMENT 3895:				607.88
<b>R.F. MACDONALD COMPANY</b>				
	89488	02/08/2023	Labor for Boiler#2 Code Repair	17,280.00
	89488	02/08/2023	Boiler#2 Code Package and Hartford Steam Inspection	8,235.00
	89488	02/08/2023	Materials for Boiler #2 Code Repair	5,255.00
	89488	02/08/2023	Labor for mud leg repair for boiler#2	23,040.00
	89488	02/08/2023	Boiler #2 Materials and Code Package	3,987.54
Total R.F. MACDONALD COMPANY:				57,797.54
<b>RED WING BUSINESS ADVANTAGE ACCOUNT</b>				
	89489	02/08/2023	EMPLOYEE SUMMER BOOTS	228.97
	89489	02/08/2023	EMPLOYEE WINTER BOOTS	170.50
Total RED WING BUSINESS ADVANTAGE ACCOUNT:				399.47
<b>REXEL</b>				
	89540	02/23/2023	ROCKWELL AUTOMATION VFD TECHNICAL SUPPORT	1,884.00
Total REXEL:				1,884.00
<b>RJMS CORPORATION DBA TOYOTA MATERIAL</b>				
	89541	02/23/2023	TAYLOR DUNN UTILITY CART	12,608.01

Payee	Check Number	Check Issue Date	Description	Amount
	89541	02/23/2023	TAYLOR DUNN UTILITY CART	12,608.55
Total RJMS CORPORATION DBA TOYOTA MATERIAL:				25,216.56
<b>ROY SMITH COMPANY</b>				
	89490	02/08/2023	1,094 GAL LIQUID OXYGEN DLVD 1/23/23	1,476.77
	89490	02/08/2023	4,867 GAL LIQUID OXYGEN DLVD 1/17/23	6,569.85
	89490	02/08/2023	4,918 GAL LIQUID OXYGEN DLVD 1/18/23	6,638.70
	89490	02/08/2023	3,624 GAL LIQUID OXYGEN DLVD 1/23/23	4,891.96
Total ROY SMITH COMPANY:				19,577.28
<b>SAFETY-KLEEN CORP.</b>				
	89491	02/08/2023	SERVICE ON RENTAL FOR PARTS WASHERS	589.80
Total SAFETY-KLEEN CORP.:				589.80
<b>SAFEWAY INC.</b>				
	89492	02/08/2023	JAN 2023 BOARD MEETING SUPPLIES	103.51
Total SAFEWAY INC.:				103.51
<b>SAMUEL BRIDLE</b>				
	89493	02/08/2023	SERVICE CHARGE REFUND	178.50
Total SAMUEL BRIDLE:				178.50
<b>SCHAFFERS MILL BUILDERS LLC</b>				
	89494	02/08/2023	SERVICE CHARGE REFUND	153.00
Total SCHAFFERS MILL BUILDERS LLC:				153.00
<b>SEAL ANALYTICAL INC</b>				
	89542	02/23/2023	2ml Sample Cups (1000/pkg) For Lab	328.29
	89542	02/23/2023	Reaction Segments (100/PKG) For Lab	472.51
	89542	02/23/2023	2ml Sample Cups (1000/pkg) For Lab	228.29
	89542	02/23/2023	Reaction Segments (100/PKG) For Lab	472.51
Total SEAL ANALYTICAL INC:				1,501.60
<b>SEAM GROUP LLC</b>				
	89495	02/08/2023	ONSITE ARC FLASH COLLECTION	5,318.00
Total SEAM GROUP LLC:				5,318.00
<b>SHRED-IT USA</b>				
	89496	02/08/2023	12/28/22 & 1/11/23 SVC	159.64
Total SHRED-IT USA:				159.64
<b>SIERRA ELECTRONICS</b>				
	89497	02/08/2023	REPLACEMENT BATTERIES FOR HANDHELD RADIOS	1,082.50
Total SIERRA ELECTRONICS:				1,082.50
<b>STATE WATER RESOURCES CONTROL BOARD</b>				
	89543	02/23/2023	Annual Permit Fee for NPDES SW industrial	1,738.00

Payee	Check Number	Check Issue Date	Description	Amount
	89543	02/23/2023	Annual Permit Fees WQC low impact discharges	365.00
Total STATE WATER RESOURCES CONTROL BOARD:				2,103.00
<b>TAHOE TRUCKEE DISPOSAL</b>				
	89498	02/08/2023	Debris and Rock boxes for plant cleanup on 12/28/22	1,706.72
	89498	02/08/2023	BIOSOLIDS	6,060.42
	89498	02/08/2023	CHEM SLUDGE & HEADWORKS SCREENING	20,664.12
Total TAHOE TRUCKEE DISPOSAL:				28,431.26
<b>TELEDYNE INSTRUMENTS INC</b>				
	89544	02/23/2023	CATALYST, GENERAL USE FOR LAB	244.75
	89544	02/23/2023	LOTIX PERMEATION DRYER FOR LAB	313.71
	89544	02/23/2023	LOTIX CONDENSATE LOOP FOR LAB	107.14
Total TELEDYNE INSTRUMENTS INC:				665.60
<b>THATCHER COMPANY OF CA INC</b>				
	89499	02/08/2023	4,489 GAL SODIUM HYPOCHLORITE DLVD 1/18/23	11,372.50
	89499	02/08/2023	USE TAX FOR INV 2023400109926	938.23
	89499	02/08/2023	3,683.048 GAL SODIUM HYPOCHLORITE DLVD 1/17/23	9,357.62
	89499	02/08/2023	USE TAX FOR INV 2023400109925	759.63
	89545	02/23/2023	4,548 GAL SODIUM HYPOCHLORITE DLVD 2/1/23 TAX	11,519.11
	89545	02/23/2023	FOR INVOICE 2023400110147	937.95
Total THATCHER COMPANY OF CA INC:				34,885.04
<b>TRANE COMPANY</b>				
	89546	02/23/2023	DECEMBER T&M SERVICES	1,848.00
Total TRANE COMPANY:				1,848.00
<b>TRUCKEE DONNER PUD</b>				
	89500	02/08/2023	12/22/22-1/17/23 ELECTRIC	57.97
	89500	02/08/2023	12/20/22-1/17/23 ELECTRIC	69.48
	89500	02/08/2023	12/20/22-1/17/23 ELECTRIC 10%	11,242.11
	89500	02/08/2023	12/20/22-1/17/23 ELECTRIC 90%	101,179.04
	89500	02/08/2023	12/20/22-1/17/23 WATER 10%	14.94
	89500	02/08/2023	12/20/22-1/17/23 WATER 90%	134.55
	89500	02/08/2023	12/20/22-1/17/23 ELECTRIC	33.06
Total TRUCKEE DONNER PUD:				112,731.15
<b>T-TIME ENTERPRISES</b>				
	89547	02/23/2023	EMPLOYEE JACKETS	511.46
	89547	02/23/2023	EMPLOYEE JACKETS	195.37
	89547	02/23/2023	EMPLOYEE JACKETS	71.97
	89547	02/23/2023	EMPLOYEE JACKETS	908.15
	89547	02/23/2023	EMPLOYEE JACKETS	264.65
	89547	02/23/2023	EMPLOYEE JACKETS	515.25
	89547	02/23/2023	EMPLOYEE JACKETS	133.67
	89547	02/23/2023	EMPLOYEE JACKETS	71.97
	89547	02/23/2023	EMPLOYEE JACKETS	75.72
	89547	02/23/2023	Carhartt Washed Duck Active Jacket W/ Logo- Medium	711.66
	89547	02/23/2023	Carhartt Washed Duck Active Jacket W/ Logo- Large	130.44
	89547	02/23/2023	Carhartt Washed Duck Active Jacket W/ Logo- XL	260.88

Payee	Check Number	Check Issue Date	Description	Amount
	89547	02/23/2023	Carhartt Washed Duck Active Jacket W/ Logo- Large Tall	274.96
	89547	02/23/2023	Carhartt Washed Duck Active Jacket W/ Logo- XL Tall	549.91
Total T-TIME ENTERPRISES:				4,676.06

**U.S. BANK CARD DIVISION**

2232302	02/23/2023	VERIZON BILL & EQUIP CHARGE	879.67
2232302	02/23/2023	ZOOM AUDIO CONFERENCE MONTHLY CHARGE	110.00
2232302	02/23/2023	STOCK BREAK ROOM COFFEE, PLATES	339.34
2232302	02/23/2023	RATE STUDY REFERENCE MATERIAL	378.17
2232302	02/23/2023	VERIZON MONTHLY BILL	36.94
2232302	02/23/2023	IPHONE SCREEN PROTECTOR	7.77
2232302	02/23/2023	AMAZON WIRE CLAMPING TOOL FOR SODIUM HYPOCHLORITE	75.72
2232302	02/23/2023	INSTRUMART ULTRASONIC LEVEL SENSOR FOR SODIUM HYPOCHLORITE	1,386.70
2232302	02/23/2023	HAZWOPER TRAINING QTY 2	420.00
2232302	02/23/2023	CSP ANNUAL RENEWAL	165.00
2232302	02/23/2023	EMPLOYEE WINTER BOOTS	200.88
2232302	02/23/2023	EMPLOYEE COVERALLS	194.84
2232302	02/23/2023	EMPLOYEE COVERALLS	216.49
2232302	02/23/2023	EMPLOYEE COVERALLS	215.42
2232302	02/23/2023	REFUND FOR RETURNED WINTER BOOTS	175.85-
2232302	02/23/2023	EMPLOYEE COVERALLS	215.42
2232302	02/23/2023	EMPLOYEE WINTER BOOTS	189.44
2232302	02/23/2023	VERIZON MONTHLY BILL	391.21
2232302	02/23/2023	VERIZON MONTHLY BILL	73.88
2232302	02/23/2023	REBUILD KIT FOR DI WATER SYSTEM	61.57
2232302	02/23/2023	EPDM PRIMER FOR ROOF PATCHING	155.88
2232302	02/23/2023	CUTTING EDGES FOR END LOADER BLADE	1,448.69
2232302	02/23/2023	GUARDRAILS FOR BNR INLUENT PUMP	4,747.71
2232302	02/23/2023	VERIZON MONTHLY BILL	36.94
2232302	02/23/2023	MICROSOFT ONLINE SERVICES	360.00
2232302	02/23/2023	AMAZON WEB MONTHLY BILL	6.59
2232302	02/23/2023	GOOGLE CHROME DEVICE MANAGEMENT	919.80
2232302	02/23/2023	LOG ME IN MONTHLY BILL	84.00
2232302	02/23/2023	IPAD GLASS SCREEN PROTECTOR	17.29
2232302	02/23/2023	MOUNT FOR AWT COMPUTER	47.62
2232302	02/23/2023	WIX ANNUAL T-TSA WEBSITE BILL	420.00
2232302	02/23/2023	ANKER WIRELESS CHARGING	34.61
2232302	02/23/2023	STOCK FILTERS FOR AIR DRYER	3,236.93
2232302	02/23/2023	STOCK T8 BULBS	231.27
2232302	02/23/2023	CERTIFICATION RENEWAL	215.00

Total U.S. BANK CARD DIVISION: 17,344.94

**ULINE**

89501	02/08/2023	STOCK CONTRACTOR BROOMS	113.79
89501	02/08/2023	STOCK SORBENT PADS]	125.57
89501	02/08/2023	STOCK SORBENT PADS	188.20
89501	02/08/2023	STOCK PURELL HAND SANITIZER- 8 OZ	108.09
89501	02/08/2023	STOCK CLOROX DISENTECTING WIPES	59.89

Total ULINE: 595.54

**UNIFIRST CORPORATION**

89502	02/08/2023	UNIFORMS	179.17
89502	02/08/2023	UNIFORMS	21.19
89502	02/08/2023	UNIFORMS	35.22

Payee	Check Number	Check Issue Date	Description	Amount
	89502	02/08/2023	UNIFORMS	84.87
	89502	02/08/2023	UNIFORMS	106.51
	89548	02/23/2023	UNIFORMS	34.23
	89548	02/23/2023	UNIFORMS	80.81
	89548	02/23/2023	UNIFORMS	104.01
	89548	02/23/2023	UNIFORMS	20.87
	89548	02/23/2023	UNIFORMS	173.36
	89548	02/23/2023	UNIFORMS	181.95
	89548	02/23/2023	UNIFORMS	34.23
	89548	02/23/2023	UNIFORMS	104.01
	89548	02/23/2023	UNIFORMS	20.87
	89548	02/23/2023	UNIFORMS	173.36
Total UNIFIRST CORPORATION:				1,354.66
<b>UNITED PARCEL SERVICE, UPS</b>				
	89549	02/23/2023	JANURAY 2023 SHIPPING	15.05
Total UNITED PARCEL SERVICE, UPS:				15.05
<b>UNITED RENTALS</b>				
	89503	02/08/2023	BARRIER WALL 10' CONCRETE RENTAL FOR SODIUM HYPOCHLORITE PRO	579.70
Total UNITED RENTALS:				579.70
<b>UNIVAR USA INC.</b>				
	89504	02/08/2023	6,802 GAL METHANOL DLVD 1/19/23	13,543.81
	89550	02/23/2023	7,002 GAL METHANOL DLVD 2/2/23	13,942.04
	89550	02/23/2023	7,002 GAL METHANOL DLVD 2/9/23	13,942.04
Total UNIVAR USA INC.:				41,427.89
<b>UTILITY SYSTEMS SCIENCE AND SOFTWARE</b>				
	89551	02/23/2023	PARALLEL INFLUENT LINE FLODAR CALIBRATION	3,005.00
Total UTILITY SYSTEMS SCIENCE AND SOFTWARE:				3,005.00
<b>VARIED PRODUCTS</b>				
	89552	02/23/2023	STOCK LARGE ORANGE NITRILE GLOVES (CASE)	1,408.54
	89552	02/23/2023	STOCK EXTRA LARGE ORANGE NITRILE GLOVES (CASE)	1,240.54
Total VARIED PRODUCTS:				2,649.08
<b>VWR SCIENTIFIC INC</b>				
	89505	02/08/2023	MEDIUM TSA 15X100MM FOR LAB	47.84
	89505	02/08/2023	VWR FILTER PAPER FOR LAB	261.10
	89505	02/08/2023	CARBOY RECT W/SPIGOT/SCW FOR LAB	1,276.51
Total VWR SCIENTIFIC INC:				1,585.45
<b>WASTEWATER TECH TRAINERS</b>				
	89506	02/08/2023	GRADE III ONLINE TRAINING	550.00
	89553	02/23/2023	CERTIFICATION REVIEW COURSE	1,100.00
Total WASTEWATER TECH TRAINERS:				1,650.00



Payee	Check Number	Check Issue Date	Description	Amount
<b>White Water Solutions</b>				
	89507	02/08/2023	SWITCH, PRESUURE FOR HOTY PRESSURE WASHER	55.21
Total White Water Solutions:				55.21
<b>ZORO</b>				
	89508	02/08/2023	STOCK L RAIN GEAR	187.58
	89508	02/08/2023	STOCK 2XL RAIN GERA	182.17
	89508	02/08/2023	STOCK XL RAIN GEAR	169.32
	89508	02/08/2023	STOCK TOILET BRUSH WITH CADDY	35.24
	89508	02/08/2023	STOCK DRY WIPES	62.14
	89554	02/23/2023	MECHANICAL SEAL	17.97
	89554	02/23/2023	ACTUATOR FOR HEATING	501.03
Total ZORO:				1,155.45
Grand Totals:				572,881.71



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** IV-2  
**Subject:** Ratify payment of Financial Statements.

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### Background

Attached are the financial statements for the previous calendar month(s); each of which include (1) fund summaries, (2) end of month cash balances, (3) Local Agency Investment Fund (LAIF) statement, and (4) California Employers' Retiree Benefit Trust (CERBT) Fund statement.

Summaries of the expenditure and revenue activity are provided for Fund 10: General Fund; Fund 02: Wastewater Capital Reserve Fund; and Fund 06: Replacement, Rehabilitation and Upgrade Fund.

The end of month Combined Cash Investment table provides the end of month balances for all Agency cash accounts, which reconciles with Agency end of month fund balances.

The LAIF and CERBT statements provide a summary within the account.

The Finance Committee reviewed and approved the financial statements at its recent meeting.

### Fiscal Impact

None.

### Attachments

Report of financial statements.

### Recommendation

Management and staff recommend the Board Directors ratify approval of the financial statements.

### Review Tracking

Submitted By: *Crystal A Sublet*  
Crystal Sublet  
Finance and Administrative Manager

Approved By: *Richard Pallante*  
Richard Pallante  
General Manager



Tahoe-Truckee Sanitation Agency  
Fund 10: General Fund  
Fiscal Year 2022 - 2023  
Period Ending February 28, 2023

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
<b>REVENUE</b>						
Income from Service Charge	13,171,000.00	915,951.15	7.0	8,613,513.88	65.4	1,2,3
Tax Revenue - Ad Valorem	4,445,000.00	5,628.13	0.1	2,685,073.04	60.4	2,3
Fund Interest	45,000.00	4,943.47	11.0	45,753.52	101.7	3,4
Other Revenue	65,000.00	350.00	0.5	47,722.61	73.4	3,5
Temporary Discharge	25,000.00	0.00	0.0	912.00	3.6	3
<b>TOTAL REVENUE</b>	<b>17,751,000.00</b>	<b>926,872.75</b>	<b>5.2</b>	<b>11,392,975.05</b>	<b>64.2</b>	
<b>EXPENDITURE</b>						
Salaries & Wages	6,194,000.00	504,395.17	8.1	4,327,491.94	69.9	6
Employee Benefits	3,625,000.00	267,656.78	7.4	2,333,842.79	64.4	
OPEB Retiree Health Reimbursement	0.00	0.00	0.0	(450,000.00)	0.0	7
Director Fees	9,500.00	700.00	7.4	4,400.00	46.3	
Vehicle	90,000.00	4,099.06	4.6	43,639.37	48.5	
CSRMA Insurance	336,000.00	1,431.00	0.4	328,924.11	97.9	8
Professional Memberships	53,500.00	797.00	1.5	34,611.50	64.7	
Agency Permits & Licenses	203,000.00	4,103.00	2.0	201,685.27	99.4	9
Office Expense	327,000.00	21,255.40	6.5	171,109.79	52.3	
Contractual Services	2,610,000.00	199,583.51	7.6	1,524,520.44	58.4	
Professional Services	756,000.00	16,195.50	2.1	347,161.32	45.9	
Conferences & Training	126,000.00	2,070.00	1.6	22,856.84	18.1	
Utilities	1,308,000.00	118,169.94	9.0	675,094.45	51.6	
Supplies, Repairs & Maintenance	1,143,000.00	105,121.08	9.2	581,856.83	50.9	
<b>TOTAL EXPENDITURE</b>	<b>16,781,000.00</b>	<b>1,245,577.44</b>	<b>7.4</b>	<b>10,147,194.65</b>	<b>60.5</b>	
<b>NET INCOME (LOSS)</b>	<b>970,000.00</b>	<b>(318,704.69)</b>		<b>1,245,780.40</b>		
Unfunded Accrued Liability	1,303,500.00	0.00		1,180,894.00	90.6	

67% of the fiscal year has elapsed.  
This is an unaudited status report.

Notes:

- 1 - TTSa collects the majority of its Sewer Service Charges on the county property tax bills of Placer County, El Dorado County and Nevada County. Placer County and Nevada County Sewer Service Charges are on the Teeter Schedule.
- 2 - Sewer Service Charges and Property Tax Revenue are net amounts of each County's billing fees. Teeter Schedule 55% - 1/2023, 40% 5/2023 and 5% 7/2023.
- 3 - The majority of Sewer Service Charges are collected on the County tax roll and recorded on a monthly basis according to the accrual-based accounting method. Sewer Service Charges not on the County tax roll are recorded when received.
- 4 - Interest on LAIF balances is received and recorded quarterly (10/2022, 1/2023, 4/2023 and 7/2023).
- 5 - Other Revenue includes rebates, billings and surplus items sold.
- 6 - \$15,408.45 FY22 year-end reversal of payroll
- 7 - OPEB Reimbursement received from CalPERS for FY22 retiree health insurance premiums.
- 8 - Property and Pooled liability insurance.
- 9 - SWRCB Waste discharge annual permits of \$183,851.00.



Tahoe-Truckee Sanitation Agency  
 Fund 02: Wastewater Capital Reserve  
 Fiscal Year 2022 - 2023  
 Period Ending February 28, 2023

	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
<b>REVENUE</b>						
Income from Connection Fees	2,129,000.00	7,037.00	0.3	853,797.25	40.1	
Fund Interest	191,000.00	3.78	0.0	181,956.91	95.3	
<b>TOTAL REVENUE</b>	<b>2,320,000.00</b>	<b>7,040.78</b>	<b>0.3</b>	<b>1,035,754.16</b>	<b>44.6</b>	
<b>EXPENDITURE</b>						
FY23 Scada/IT Develop Standards	241,000.00	0.00	0.0	0.00	0.0	1
FY23 Scada/IT Improve Physical Security	147,000.00	0.00	0.0	0.00	0.0	3
FY23 Flowmeter Improvements	75,000.00	0.00	0.0	0.00	0.0	2
FY23 Manlift	60,000.00	0.00	0.0	54,142.57	90.2	4
FY23 Maintenance Carts	25,000.00	0.00	0.0	0.00	0.0	2
FY22 Operations and Maintenance Carts	0.00	25,216.56	0.0	25,216.56	0.0	4
<b>SUBTOTAL EXPENDITURES</b>	<b>548,000.00</b>	<b>25,216.56</b>	<b>4.6</b>	<b>79,359.13</b>	<b>14.5</b>	
Allocation of 73.2% of Bond Payment	2,266,638.00	0.00	0.0	245,627.65	10.8	
<b>TOTAL EXPENDITURE</b>	<b>2,814,638.00</b>	<b>25,216.56</b>	<b>0.9</b>	<b>324,986.78</b>	<b>11.5</b>	
<b>NET INCOME (LOSS)</b>	<b>(494,638.00)</b>	<b>(18,175.78)</b>		<b>710,767.38</b>		

67% of the fiscal year has elapsed.  
 This is an unaudited status report.

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY23
- (6) Project cancelled



Tahoe-Truckee Sanitation Agency  
Fund 06: Replacement, Rehabilitation and Upgrade  
Fiscal Year 2022 - 2023  
Period Ending February 28, 2023

<b>EXPENDITURE</b>	Budget \$	Month \$	Month %	YTD \$	YTD %	Notes
FY23 Chlorine Scrubber Improvements	1,150,000.00	29,784.34	2.6	295,074.52	25.7	1
FY23 Plant Coating Improvements	480,000.00	0.00	0.0	273,733.88	57.0	4
FY23 Digestion Improvements Project	387,000.00	0.00	0.0	90,502.50	23.4	1
FY23 LEL Equipment Replacement	320,000.00	0.00	0.0	0.00	0.0	3
FY23 River Crossing, Gravity Main	252,000.00	0.00	0.0	0.00	0.0	2
FY23 Scada/IT Replace Servers	250,000.00	0.00	0.0	0.00	0.0	3
FY23 Control Room Upgrades	185,000.00	0.00	0.0	183,960.75	99.4	1
FY23 Condition Assessment and Inspection	130,000.00	0.00	0.0	0.00	0.0	3
FY23 Plant-Wide NFPA 820 Compliance Eval	110,000.00	0.00	0.0	0.00	0.0	3
FY23 Visable Reinforcement Study	105,000.00	0.00	0.0	0.00	0.0	3
FY23 Lab Equipment Replacement	80,000.00	0.00	0.0	0.00	0.0	3
FY23 Centrifuge Rebuild	50,000.00	0.00	0.0	43,100.00	86.2	4
FY23 SCADA Repeater Replacement	50,000.00	0.00	0.0	0.00	0.0	3
FY23 Filter Press Feed Pump VFD	45,000.00	0.00	0.0	0.00	0.0	2
FY23 Telephone System Upgrade	40,000.00	32,564.59	0.0	32,564.59	81.4	4
FY23 Odorous Air VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
FY23 Cake Discharge VFD Replacement	35,000.00	0.00	0.0	0.00	0.0	2
FY23 2-Water System Improvements	32,000.00	0.00	0.0	0.00	0.0	3
FY23 ARC Flash Study/Breaker Replacement	20,000.00	0.00	0.0	0.00	0.0	1
FY22 EPDM Roof Replacement	0.00	0.00	0.0	424,129.09	0.0	4
FY22 ARC Flash Study/Breaker Replacement	0.00	0.00	0.0	20,143.14	0.0	1
FY22 TRI Improvements	0.00	0.00	0.0	20.02	0.0	6
FY22 Chlorine Scrubber Replacement	0.00	1,065.00	0.0	0.00	0.0	1
FY22 MPFS VFD	0.00	0.00	0.0	27,334.11	0.0	1
<b>SUBTOTAL EXPENDITURES</b>	<b>3,756,000.00</b>	<b>63,413.93</b>	<b>1.7</b>	<b>1,390,562.60</b>	<b>37.0</b>	
Allocation of 26.8% of Bond Payment	829,862.00	0.00	0.0	89,929.25	10.8	
<b>TOTAL EXPENDITURES</b>	<b>4,585,862.00</b>	<b>63,413.93</b>	<b>1.4</b>	<b>1,480,491.85</b>	<b>32.3</b>	

67% of the fiscal year has elapsed.  
This is an unaudited status report.

Notes:

- (1) Project started
- (2) Project started; no expenses invoiced
- (3) Project not started
- (4) Project completed
- (5) Project postponed to after FY23
- (6) Project cancelled

TAHOE-TRUCKEE SANITATION AGENCY  
 COMBINED CASH STATEMENT  
 FEBRUARY 28, 2023

COMBINED CASH ACCOUNTS

CASH - US BANK CHECKING	430,916.14
CASH - USB SERVICE CHARGE	133,315.11
CASH - US BANK TAX REV	25,639.72
CASH - US BANK WWCRF	52,636.13
CASH - WELLS FARGO PAYROLL	798,189.76
CASH - PETTY CASH	600.00
CASH - L.A.I.F.	38,497,139.14
TOTAL COMBINED CASH	<u>39,938,436.00</u>
CASH ALLOCATED TO OTHER FUNDS	<u>(39,938,436.00)</u>
TOTAL UNALLOCATED CASH	0.00

FUND	CASH ALLOCATION RECONCILIATION	February 28, 2023	January 31, 2023	Amount of Change	% of Change	February 28, 2022	Amount of Change	% of Change
02	ALLOCATION TO WASTWATER CAPITAL RESERVE FUND	19,338,421.92	23,321,843.61	\$ (3,983,421.69)	(17.08)	18,563,588.23	774,833.69	4.17
06	ALLOCATION TO R.R. & UPGRADE FUND	5,028,800.84	8,590,759.84	\$ (3,561,959.00)	(41.46)	9,189,931.31	(4,161,130.47)	(45.28)
07	ALLOCATION TO EMERGENCY & CONTINGENCY FUND	4,034,707.55	4,034,707.55	\$ -	0.00	7,279,436.30	(3,244,728.75)	(44.57)
10	ALLOCATION TO GENERAL FUND	<u>11,536,505.69</u>	<u>4,966,751.03</u>	<u>\$ 6,569,754.66</u>	<u>132.27</u>	<u>6,353,769.59</u>	<u>5,182,736.10</u>	<u>81.57</u>
	TOTAL ALLOCATION TO OTHER FUNDS	<u>39,938,436.00</u>	<u>40,914,062.03</u>	<u>\$ (975,626.03)</u>	<u>(2.38)</u>	<u>41,386,725.43</u>	<u>(1,448,289.43)</u>	<u>(3.50)</u>
	ALLOCATIONS FROM COMBINED CASH	<u>(39,938,436.00)</u>	<u>(40,914,062.03)</u>			<u>(41,386,725.43)</u>		
	ZERO PROOF IF ALLOCATIONS BALANCE	0.00	0.00			0.00		

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

March 01, 2023

[LAIF Home](#)  
[PMIA Average](#)  
[Monthly Yields](#)

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TAHOE TRUCKEE SANITATION AGENCY

TREASURER  
13720 BUTTERFIELD DRIVE  
TRUCKEE, CA 96161

[Tran Type Definitions](#)

**Account Number:** 70-31-001

February 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
2/27/2023	2/27/2023	RW	1724298	1684645	MICHELLE MACKEY	-400,000.00
2/28/2023	2/28/2023	RW	1724388	1684737	DAWN DAVIS	-700,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	39,597,139.14
Total Withdrawal:	-1,100,000.00	Ending Balance:	38,497,139.14



CERBT and CEPPT Plan Portal - As Of 02/28/2023



Investment Data

My Account Profile

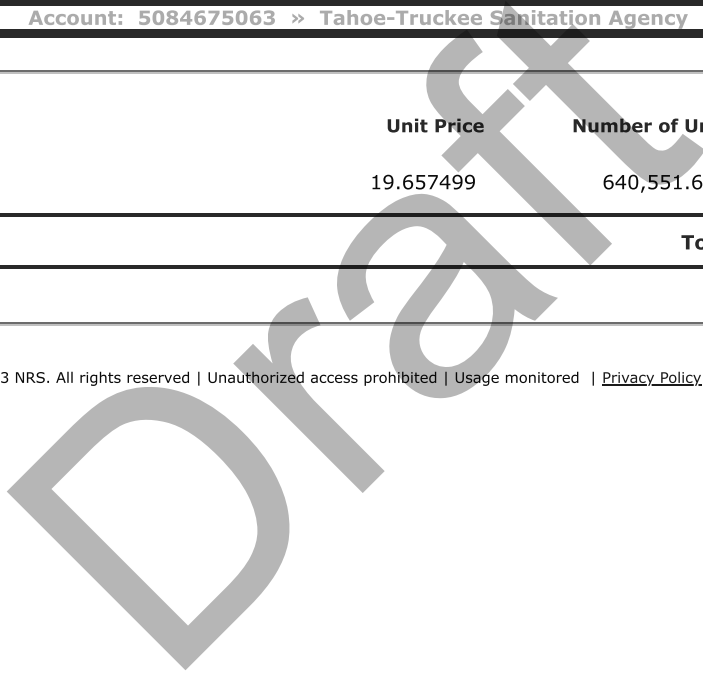
Documentation/Forms

Investment Allocation

Account: 5084675063 » Tahoe-Truckee Sanitation Agency

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 1	19.657499	640,551.683	\$12,591,644.27
<b>Total</b>			<b>\$12,591,644.27</b>
<a href="#">Download to Excel</a>			

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# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Roshelle Chavez, Executive Assistant/Board Clerk  
**Item:** V-1  
**Subject:** Approval of the minutes of the regular Board meeting on February 15, 2023.

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### Background

Draft minutes from previous meeting(s) held are presented to the Board of Directors for review and approval.

### Fiscal Impact

None.

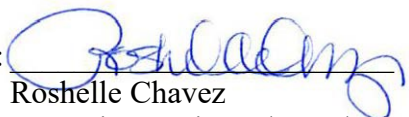
### Attachments


1. Minutes of the regular Board meeting on February 15, 2023.

### Recommendation

Management and staff recommend approval of the minutes of the regular Board meeting on February 15, 2023.

### Review Tracking

Submitted By:   
Roshelle Chavez  
Executive Assistant/Board Clerk

Approved By:   
Richard Pallante  
General Manager

**BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

February 15, 2023

I. Call to Order:

President Wilkins called the regular meeting of the Tahoe-Truckee Sanitation Agency Board of Directors to order at 9:00 a.m. Roll call and Pledge of Allegiance followed.

Directors Present:     Dan Wilkins, TCPUD  
                              Blake Tresan, TSD  
                              Dale Cox, OVPSD  
                              David Smelser, ASCWD  
                              Scott Wilson, NTPUD

Staff Present:         Richard Pallante, General Manager  
                              Vicky Lufrano, Human Resources Administrator  
                              Michael Peak, Operations Manager  
                              Jay Parker, Engineering Manager  
                              Tanner McGinnis, Maintenance Department  
                              Crystal Sublet, Finance & Administrative Manager  
                              Andrew Ramos, Agency Counsel  
                              Celeste Graves, Administrative Department  
                              Paul Shouse, Maintenance Department

Public:                 Shawn Koorn, HDR Engineering, Inc.

II. Public Comment

No public comment.

III. Consent Agenda

1. Ratify approval of payment of general fund warrants

**MOTION** by Director Smelser **SECOND** by Director Wilson to approve consent agenda item 1, to Ratify approval of general fund warrants; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Tresan, Cox, Smelser, Wilson and President Wilkins.  
NOES: None  
ABSENT: None  
ABSTAIN: None

Motion passed.

IV. Regular Agenda

1. Report from January 18, 2023 closed session meeting

There was no reportable action from the closed session

2. Approval of the minutes of the regular Board meeting on January 18, 2023

**MOTION** by Director Tresan **SECOND** by Director Smelser to approve the minutes of the regular Board meeting on January 18, 2023 with the following change: Item 8, Investment, Change requested by Director Tresan, Correct to state that motion was to invest “up to” the amount stated; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Tresan, Cox, Smelser, Wilson and President Wilkins.  
NOES: None  
ABSENT: None  
ABSTAIN: None

Motion passed.

3. Discussion and approval of the updated Maintenance Manager job description

General Manager, Richard Pallante, stated that this was brought to the Board last month for approval, but when getting ready to post recruitment, it was noticed that SCADA and IT information was missing. No public comment.

**MOTION** by Director Tresan **SECOND** by Director Wilson to approve the updated Maintenance Manager job description; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Tresan, Cox, Smelser, Wilson and President Wilkins.  
NOES: None  
ABSENT: None  
ABSTAIN: None

Motion passed.

4. Discussion and approval of the Vehicle Usage Policy

General Manager, Richard Pallante, stated that this matter is being brought forth in order to meet IRS code as well as get a policy in place to align with the Employee Handbook.

Director Smelser inquired about tracking of mileage. General Manager Pallante stated that staff keep their own mileage.

President Wilkins inquired whether this policy applies to all staff or just three department managers and one Chief Plant Operator, with General Manager Pallante confirming it applies to all staff. President Wilkins additionally mentioned that Agency take home vehicles for standby purposes, with department manager approval, should be minimized to occasions when the likelihood exists for staff to report to a location other than the TTSA facility.

**MOTION** by Director Smelser **SECOND** by Director Wilson to approve the Vehicle Usage Policy; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Tresan, Cox, Smelser, Wilson and President Wilkins.  
NOES: None  
ABSENT: None  
ABSTAIN: None

Motion passed.

5. Ratify approval of financial statements

Presentation by Crystal Sublet. She stated that last month's financial statements had to be tabled and she has since determined that cash in total is correct, but the cash amount in each fund balance is incorrect. She stated that the Caselle transition did not get handled correctly. She will be making an adjusting entry in FY 22. She remains unsure of the total dollar amount but will follow up with auditors. She estimates \$7 million will need to be moved from Fund 2 to Fund 10 and \$3 million moved from Fund 6 to Fund 10. She will have a better understanding of these changes by the next Board meeting. The changes do not affect the rate study, as the balances were provided prior to these funds being moved. She requested that the Board approve the financial statement knowing these will be updated when final numbers are known.

**MOTION** by Director Tresan **SECOND** by Director Smelser to approve the financial statements; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Tresan, Cox, Smelser, Wilson and President Wilkins.  
NOES: None  
ABSENT: None  
ABSTAIN: None

Motion passed.

6. Presentation and discussion of the Sewer Rate Study by HDR Engineering

Shawn Koorn of HDR Engineering provided a PowerPoint presentation of the Sewer Rate Study to the Board of Directors, in which he added an additional scenario for consideration. He was seeking general direction to finalize Proposition 218 information so that new rates may be adopted. Shawn stated that reserve amounts were provided prior to the identified issue within the financial statements. His presentation focused mainly on Funds 2, 6 and 10. Fund 2 is connection fee funded, while Funds 6 and 10 are renewal and replacement funds, and generally funded through available reserves, total revenue, and annual service charge revenues. Funds 6 and 10 need to have sufficient funds, which requires development of an adequate rate plan to be able to fund upcoming projects.

Shawn presented a Revenue Requirement slide. Rates need to be adjusted, move toward reserve policies, and adequately reinvest in system. The last increase in rates was in 2012.

Shawn presented a new scenario for the Board to consider, which increased rates by 30% in the first year, then less increase for the subsequent four years. Shawn shared examples of how the rate increase may affect certain ratepayers.

The point of the presentation was to get Board feedback so that more information could be brought forth next month. Capital reserves need to be bolstered as soon as possible. The plant is 50 years old and needs to address known repairs, according to the Carollo report.

Board discussion took place related to pros and cons of different scenarios and how each could increase reserves quickly while keeping in mind the impact to customers. Several years of dormant rates have brought the Board to this process.

The general direction from the Board consisted of using Scenario 2, with some possible slight modifications.

7. Discussion of Proposition 218 draft notice to property owners

Crystal Sublet was prepared to read the draft notice aloud, but President Wilkins indicated that was unnecessary and confirmed with Sublet that this notice would be finalized by the March Board meeting. President Wilkins suggested the Board review and comment to General Manager Pallante so that the input could be utilized to bring forth a final version at the March meeting.

Director Tresan questioned the table on the second page. General Manager Pallante, along with Crystal Sublet, confirmed that the numbers in the table were incorrect and that they will be corrected by March.

Discussion took place related to providing two tables within the notice, whether most people would know which table applies to them, whether to send out two different notices, and whether to move to a single rate for all customers. The suggestion was to stay away from percentage increases, and instead share the new rate for all customers.

Pallante and Sublet will determine how to structure the notice and Pallante will confirm with the Board. Consider two rate tables, include map or help customers figure out which table applies to them.

Director Tresan suggested taking the opportunity in the mailer, to educate people about TTSA's mission, location, who we are, what we do, etc.

8. Review and discussion of Agency owned property for current and future use

Jay Parker made detailed presentation of TTSA's land history, as well as past, present and future usages of the land. He indicated that the Agency originally owned 937 acres of land in the Martis Valley. Small differences in acreage may exist due to land historically sold to CalTrans under a nearby bridge. Parker spoke about mineral leases, previous mining activity, and current reclamation.

General Manager Pallante requested for the Board to embark on a conversation about possible future land use for potential leases.

Director Cox commented that TTSA's land was originally secured from the State of California as a buffer zone for the safety of the public. Historically, many groups have come forth to inquire about possible uses of the land, including the current Legacy Trail. The intent of the large amount of land dedicated to TTSA, was to operate the plant in a safe manner.

Director Smelser expressed concern that the Agency is responsible for the results that come out of Well 31 and any possible land uses should consider this responsibility.

There is no imminent need to lease or sell land. The Board directed Agency Counsel to review deed restrictions, Agency Act, and Surplus Lands Act issues and advise the Board on these matters to inform future decisions.

President Wilkins suggested the topic should be brought back in the future with further information from Agency Counsel.

V. Management Team Reports

1. Department Reports

Mr. Peak provided an update on the operations department.

Mr. McGinnis provided an update on the maintenance department.

Mr. Parker provided an update on the engineering department.

Ms. Sublet provided an update on the administration department.

No action was taken by the Board.

2. General Manager Report

Mr. Pallante provided an update on the status of various ongoing projects, none of which required action by the Board.

VI. Board of Directors Comment

Director Tresan thanked TTSA staff for attending the CWEA banquet. He also requested that a future resolution be brought forth at the March Board meeting, related to the sodium hypochlorite project.

President Wilkins did not realize that the change over from chlorine to sodium hypochlorite could be permanent and expressed his hope that it would be permanent.

Director Wilson commented on the Agency's new website and commented on the ease of maneuverability within the site.

Director Cox thanked General Manager Pallante for making a presentation at the Olympic Valley Board meeting.

There was no action taken by the Board.

The Board went into Closed Session at 12:30 p.m.

VII. Closed Session

1. Closed session for public employee performance evaluation of the General Manager. (Government Code, §54957.)

Closed session ended and Open Session began at 12:46 p.m. with no reportable action coming from closed session.

VIII. Adjournment

There being no further business, the meeting was adjourned at 12:47 p.m.

**MOTION** by Director Smelser **SECOND** by Director Cox to adjourn meeting; unanimously approved.

The Board approved the motion by the following roll call vote:

AYES: Directors Tresan, Cox, Smelser, Wilson and President Wilkins.  
NOES: None  
ABSENT: None  
ABSTAIN: None

Motion passed.

Richard Pallante  
General Manager

Approved: \_\_\_\_\_

DRAFT





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Item:** V-2  
**Subject:** Consideration and possible action on the acceptance of the Sewer Rate Study by HDR Engineering and Setting of Public Hearing in accordance with Proposition 218 for a change in the sewer rates for 2024 through 2028 for May 17, 2023..

---

### **Background**

The Board of Directors last approved updates to the Agency's sewer rates in 2010. The Agency's consultant, HDR Engineering, has prepared a Sewer Rate Study and earlier drafts of the study have been presented to the Board. With the collective involvement and support of HDR's staff, T-TSA's staff and the Finance Committee, a final presentation on the rate study will be presented to the Board of Directors for discussion, questions, and answers. Please note that the attached presentation is a draft and there may be further updates to the presentation for the Board meeting.

The rate study concludes that it would be in the best interest of the Agency and the public to increase rates to ensure proper funding for upcoming major capital projects and increasing costs due to hyper-inflation. Additionally, updated rates would help the Agency achieve target reserve balances.

Agency Management recommends the Board select the sewer rate increase presented by HDR Engineering. This would generate revenue up front, helping fund major projects within the next 2-3 years, and allow us to meet our operating target reserve prior to 2040.

If the Board of Directors approves moving forward with a sewer rate increases, then Proposition 218 requires a public hearing to be held before the increases may be approved. Additionally, Proposition 218 requires notices of the proposed rate increase to be sent to property owners a minimum of 45 days prior to the public hearing. Setting a public hearing at the Board of Directors meeting on Wednesday, May 17, 2023, would provide sufficient time to accommodate the 45-day notice period.

Please note that the attached presentation and rate study may have further updates prior to the Board meeting.

### **Fiscal Impact**

If approved by the Board following Proposition 218 proceedings, sewer rate increases for 5-years resulting in an increase in revenue for the Agency.

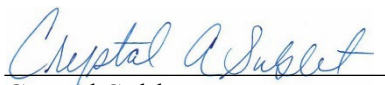
### **Attachments**


HDR's Final Presentation for the Sewer Rate Study  
HDR's Study  
Proposition 218 Notice

### **Recommendation**

Staff recommends that the Board of Directors (1) approve recommended rates and approve the Sewer Rate Study by HDR Engineering; (2) approve the Proposition 218 notice as required by law; and, (3) set a public hearing on the proposed rate increases for May 17, 2023 at 9:00 a.m.

**Review Tracking**

Submitted By:   
Crystal Sublet  
Finance and Administrative Manager

Approved By:   
Richard Pallante  
General Manager

# Tahoe Truckee Sanitation Agency Sewer Rate Study

March 15, 2023





**Purpose of the Presentation**



**Overview of the Rate Study**



**Rate Study Results and  
Alternatives**

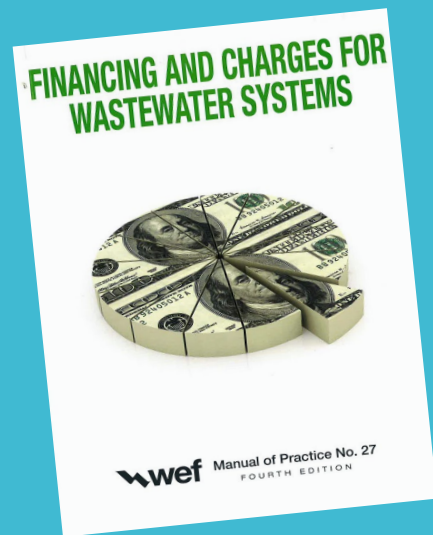


**Questions / Discussion**

## Purpose of the Presentation

- Provide a summary of rate study results and recommendations
  - Rate transition plan
  - Cost of service
  - Proposed rates
- Gain final input and feedback from the Board
  - Set public Hearing (May 17, 2023)
  - Mail customer notification
- Next steps
  - Hold public hearing
  - If no majority protest, adopt proposed rates for FY 2024 – FY 2028

# Overview of the Rate Study



## Purpose of the Rate Study

- Provide sufficient revenue to operate and maintain the Agency's sewer infrastructure
- Develop proposed sewer rates that are proportional and cost-based
  - Meet the intent of Proposition 218
- Reflect prudent financial planning criteria
  - Maintain target debt service coverage (DSC) ratio
  - Prudent level of rate funding for capital projects
  - Meet Agency minimum target reserve balances
  - Adequately fund identified capital improvement needs
- Develop the study using generally accepted methodologies tailored to TTSA's system and customer characteristics

## Establishing Cost-Based Rates

### Revenue Requirement

*Compares the revenue of the utility to the expenses to evaluate the level of overall rates*



### Cost of Service

*Allocate and distribute the revenue requirement to develop the average unit cost per equivalent unit*



### Rate Design

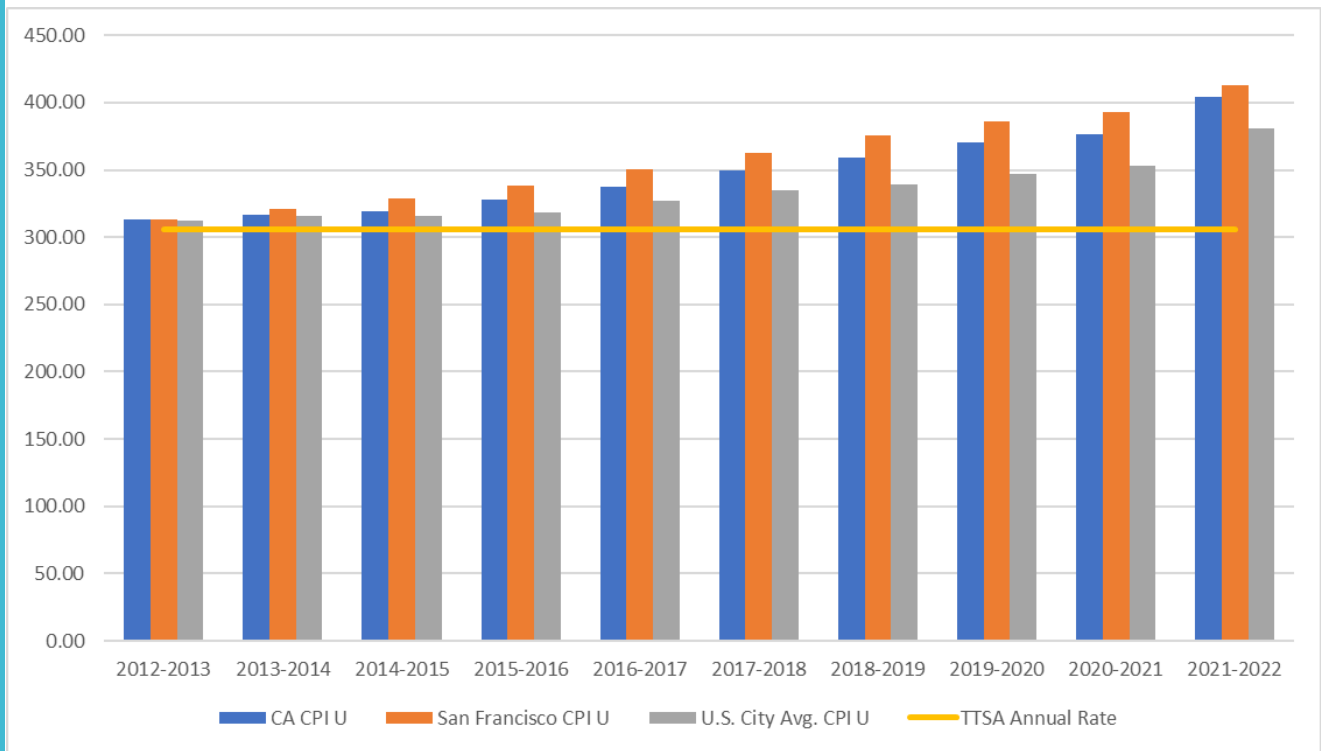
*Design rates to meet the revenue needs and cost allocation to reflect the Agency's rate design goals and objectives*



## Study Key Issues

- Adequately fund annual O&M expenses
  - Last rate change was in FY 2011
  - Costs have continued to increase
- Study targets Agency reserve minimum balances
  - Restricted and un-restricted
  - Proposed rates do not fully meet target balances
- Providing sufficient capital funding identified capital needs
  - Annual renewal and replacement (fund 6 – unrestricted)
  - Growth and expansion (fund 2 – restricted)
- Cost-based and proportional rates
  - Reflect customer flows and loads on a per EDU basis

# Annual CPI U and Annual TTSA Rate Projections



# Study Results

# Overview of the Revenue Requirement

**Compares utility revenues to expenses**

- Determines the level of revenue (rate) adjustment necessary
- Maintaining sufficient ending reserve balances

**Uses prudent financial planning criteria**

- Attaining target debt service coverage (DSC) ratio

**Reviews a specific time period**

- Five-year rate schedule; ten-year plan; 25-year model

**Utility is analyzed on a “stand-alone basis”**

- Rates need to support operations and capital

**Utilizes the “cash basis” methodology**

- Generally accepted method for municipal utilities

# Overview of the Revenue Requirement (Cash Basis)

*(\$28M  
@4.5%  
for 20  
years)*

+	O&M Expenses
+	Taxes/Transfer Payments
+	Debt Service (P+I)
+	<u>Capital Projects Funded from Rates</u>
=	Revenue Requirements
-	<u>Miscellaneous Revenues</u>
=	Balance Required from Rates

=	Total Capital Improvement Projects
-	Outside Funding Sources
✓	Long-Term Debt
✓	Growth Related Fees
✓	Reserves
✓	<u>Grants</u>
=	Capital Projects Funded from Rates

*\$55M from Rates*

# Fund 6 Renewal and Replacement Plan

Total \$82M  
Years FY24 – FY33

FY24 & FY25  
Includes Inflation  
10% + 3.8%

FY26 – FY33  
Includes Inflation  
3.8%

	Total	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
<b>Replace, Rehab, and Upgrade Funded</b>											
River Crossing, Gravity Main (MH 33 and MH 35)	\$2,374,795	5461,356	51,913,439	50	50	50	50	50	50	50	50
River Crossing, Gravity Main (MH 65 and MH 66)	553,031	0	0	49,209	91,942	76,349	79,250	82,262	85,387	88,632	0
River Crossing, Gravity Main (MH 88 and MH 89)	377,067	0	0	33,552	62,688	52,056	54,034	56,087	58,219	60,431	0
TRI Renewal Program	5,721,138	0	0	0	0	866,876	899,818	934,011	969,503	1,006,344	1,044,585
Visible Reinforcement Study	84,508	0	0	0	0	15,665	16,260	16,878	17,520	18,185	0
Plant Coating Improvements	625,779	0	625,779	0	0	0	0	0	0	0	0
Lab Equipment Replacements	93,658	30,448	63,210	0	0	0	0	0	0	0	0
Lime Systems Improvements	200,957	200,957	0	0	0	0	0	0	0	0	0
Translucent Panel Rehab	71,111	0	71,111	0	0	0	0	0	0	0	0
Communications Network Replacement	248,890	0	248,890	0	0	0	0	0	0	0	0
Odorous Air Biofilter Media Replacement	55,919	0	0	55,919	0	0	0	0	0	0	0
Maintenance/E&I Shop Improvements	807,048	0	0	0	807,048	0	0	0	0	0	0
Plant-wide NFPA 820 Compliance Evaluation	125,598	125,598	0	0	0	0	0	0	0	0	0
Chemical Storage and Feed System Improvements	455,044	0	0	0	0	84,350	87,555	90,882	94,336	97,921	0
Primary and Secondary Treatment Repairs	513,513	0	53,191	225,869	234,452	0	0	0	0	0	0
Phosphorus Removal and Recarb Rehabilitation	3,584,523	0	371,296	1,576,657	1,636,570	0	0	0	0	0	0
Plant Wide Electrical Improvements (Phase 1)	616,414	0	302,460	313,954	0	0	0	0	0	0	0
Harmonic Filter Replacement For Area 71	148,434	148,434	0	0	0	0	0	0	0	0	0
Plant Wide Electrical Improvements (Phase 2)	5,342,997	0	0	0	0	990,413	1,028,049	1,067,115	1,107,665	1,149,756	0
Condition Assessment and Inspection	148,434	148,434	0	0	0	0	0	0	0	0	0
Plant Wide Electrical Improvements (Phase 3)	339,890	0	0	0	0	0	0	0	0	0	339,890
Digestion Improvements Project	22,360,112	1,849,716	6,731,870	13,778,526	0	0	0	0	0	0	0
2-Water System Improvements	210,630	39,963	170,667	0	0	0	0	0	0	0	0
Grit System Improvements	2,471,279	0	0	0	0	458,093	475,500	493,569	512,325	531,793	0
LEL Equipment Replacement	379,260	0	379,260	0	0	0	0	0	0	0	0
Primary & Secondary Treatment Rehab Project	10,219,918	0	1,058,610	4,495,244	4,666,063	0	0	0	0	0	0
Recarbonation Improvements	617,820	0	0	0	0	114,523	118,875	123,392	128,081	132,948	0
TWAS Pump Replacement Project	143,021	0	0	0	143,021	0	0	0	0	0	0
Solids Dewatering Improvements	583,496	0	0	0	0	108,161	112,271	116,537	120,966	125,562	0
Filtration Rehabilitation Project	1,407,256	0	0	0	0	260,858	270,771	281,060	291,740	302,827	0
AWT Improvements	1,910,665	0	0	0	0	354,173	367,632	381,602	396,103	411,155	0
Building Roof Replacements	6,818,849	0	1,268,152	0	1,552,104	605,874	628,897	652,795	677,601	703,350	730,077
Asphalt Sealing and Replacement Project	742,262	0	201,482	0	0	81,940	85,054	88,286	91,641	95,123	98,738
MPPS Improvements Project	654,224	0	0	0	0	0	0	0	0	0	654,224
Misc Plant Rehab Project	1,045,224	0	0	0	0	0	0	0	0	0	1,045,224
Plant Air System Upgrades	1,733,210	0	891,736	841,474	0	0	0	0	0	0	0
Odorous Air VFD Replacement	39,963	39,963	0	0	0	0	0	0	0	0	0
Replace Servers	976,953	0	0	0	0	301,250	312,697	0	0	0	363,006
Upgrade Networks	383,953	188,397	195,556	0	0	0	0	0	0	0	0
Replace Pilot PLCs (4)	763,863	227,104	314,312	222,447	0	0	0	0	0	0	0
Replace WRP PLCs (13)	2,104,057	0	421,216	397,475	412,579	428,257	444,530	0	0	0	0
Replace RTUs (14)	687,768	0	0	162,446	168,619	175,026	181,677	0	0	0	0
BNR Blower Replacement	56,505	28,545	0	27,960	0	0	0	0	0	0	0
Filter Press Feed Pump VFD Replacement	51,381	51,381	0	0	0	0	0	0	0	0	0
Front Entry Landscape Improvements	1,260,392	856,350	404,042	0	0	0	0	0	0	0	0
2-Water Valve Replacements	85,635	85,635	0	0	0	0	0	0	0	0	0
VFD Replacements	67,806	34,254	0	33,552	0	0	0	0	0	0	0
Gravity Main between MH 57 and MH 62	1,042,553	0	0	0	0	0	0	0	0	0	1,042,553
WAS Thickening Improvements Project	437,001	0	0	0	0	0	0	0	0	0	437,001
Maintenance Carts	31,111	0	31,111	0	0	0	0	0	0	0	0
Cashman CAT Skid Steer Loader	78,208	78,208	0	0	0	0	0	0	0	0	0
Cashman CAT 938M Wheel Loader w/ stand equip	297,240	297,240	0	0	0	0	0	0	0	0	0
Light vehicle replacement	215,639	103,800	0	111,839	0	0	0	0	0	0	0
<b>Total Replace, Rehab, and Upgrade Funded</b>	<b>\$82,366,000</b>	<b>\$4,995,783</b>	<b>\$15,717,390</b>	<b>\$22,326,122</b>	<b>\$9,775,086</b>	<b>\$4,973,863</b>	<b>\$5,162,870</b>	<b>\$4,384,476</b>	<b>\$4,551,086</b>	<b>\$4,724,027</b>	<b>\$5,755,297</b>

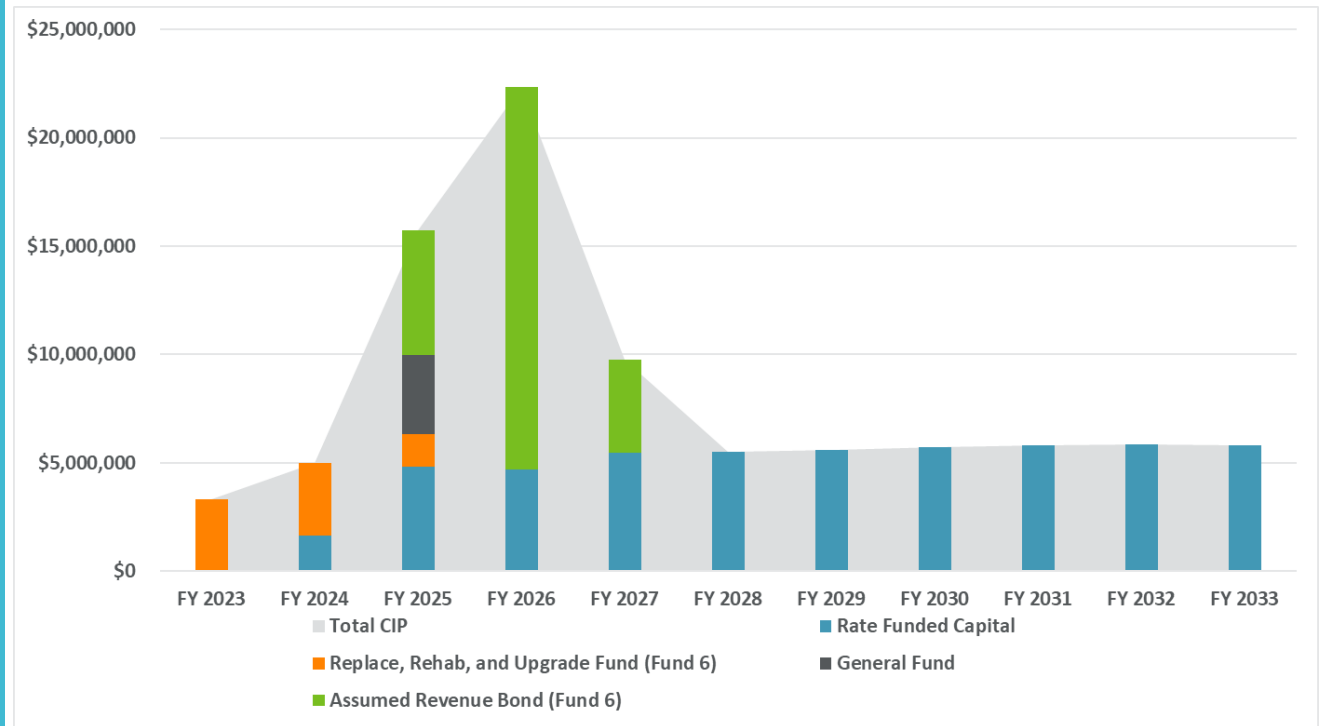
# Revenue Requirement Key Assumptions

- O&M based on FY 2023 budget expenses
  - Projected through FY 2032 based on estimated inflationary factors (~3.6% annually)
  - Includes annual UAL funding
- Includes existing long-term debt issuance – retires in FY 27
- Rate study developed a capital funding analysis for expansion (Fund 2) and renewal and replacement (Fund 6 and 10)
  - Connection fee is the funding for expansion projects
  - Rate study, and subsequent service charges, reflect the funding of renewal and replacements
- Agency recently completed Master Plans outlining necessary improvements to replace aging infrastructure
  - Impacts of recent inflation on cost assumptions
  - Prioritized projects to reflect immediate needs which impacts cash flow and need to debt finance projects (river crossings, phosphorus removal, digestion improvements, roof replacement)

# Wastewater Capital Improvement Plan (Fund 6)

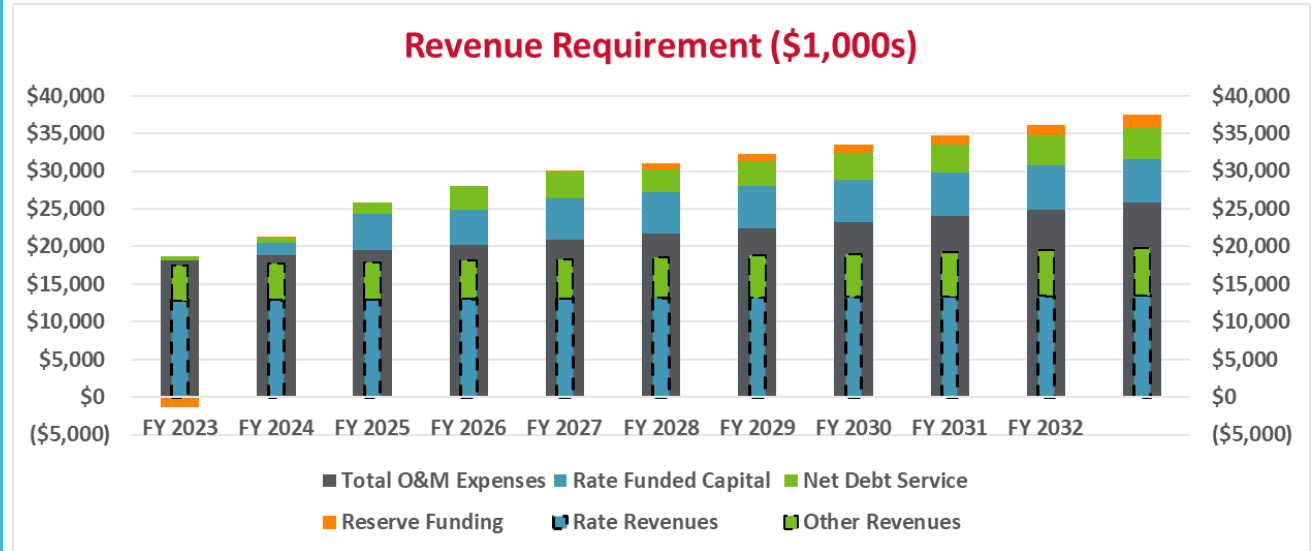
## Replacement, Rehabilitation & Upgrade Fund

- Funding is provided through a mix of existing reserves, long—term debt, tax revenues, and annual service charge revenues
  - Service charge funding reflects industry standard approach to funding a portion, or all, of renewal and replacement needs through “rates”





# Revenue Requirement Summary (\$000s)



\* Reflects un-restricted funding needs (Sewer Service Charge)

\*\* Total Revenues includes annual sewer service charge revenues at current levels and other revenues (majority are property tax revenues)

## Revenue Requirement Summary

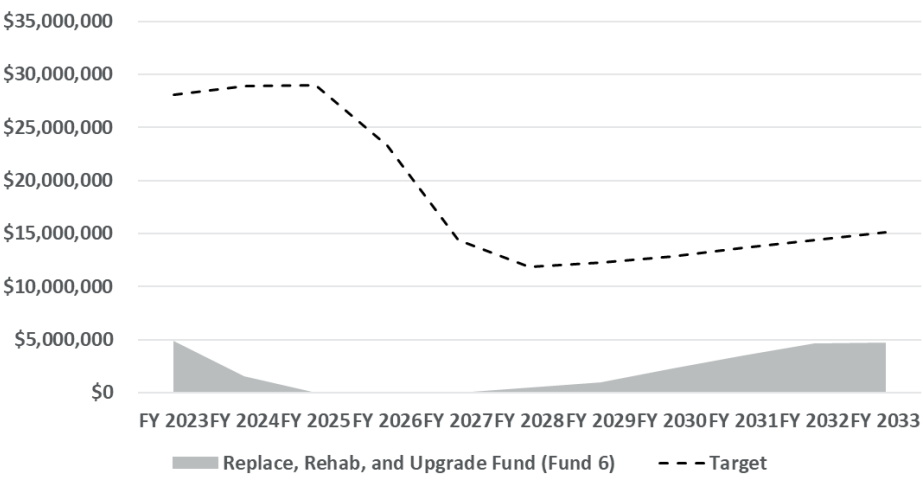
- Rate adjustments are necessary to meet projected O&M expenses
  - Funding capital with long-term debt
    - ~\$28.0M (FY 2025 – FY 2028); 20 years @ 4.5%
  - Targeting reserve funds at Board Policy levels
  - Investing in the sewer system renewal and replacement on an annual basis
- Reviewed multiple alternative rate transition plans with the Board
  - Study recommendations reflect recent Board discussions
- Focus is on the next five-year period (FY 2024-FY 2028)

# Revenue Requirement Summary – Avg. Bill Comparison

	Present	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>Annual Change</b>		\$92.00	\$74.00	\$64.00	\$46.00	\$20.00
<b>Annual Customer Bill (1 EDU)</b>	\$306.00	\$398.00	\$472.00	\$536.00	\$582.00	\$602.00
<b>% Change</b>		30.0%	18.5%	13.5%	8.5%	3.5%
<b>Monthly Customer Bill (1 EDU)</b>	\$25.50	\$33.17	\$39.33	\$44.67	\$48.50	\$50.17
<b>Monthly Change</b>		\$7.67	\$6.17	\$5.33	\$3.83	\$1.67
<b>DSC Ratio</b>	0.00	1.09	1.59	1.50	1.62	3.17

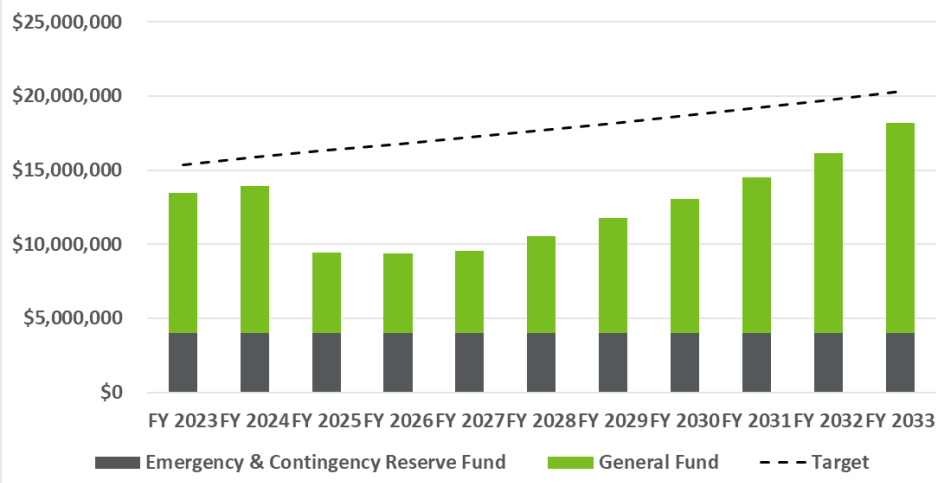
- Target Reserves:
  - Operating – Meet 6 Months O&M + UAL in FY 2035
  - Capital (Fund 2) – 50% of 5-Year Capital over time period
  - R&R (Fund 6) – 50% of 5-Year R&R Capital met in FY 2039
  - Emergency – \$4 Million over time period

### Unrestricted RRU Reserve (Fund 6)



*Target based on 50% of five-year capital program*

### Unrestricted Reserve Funds (Fund 7 and 10)



*Target based on 60% of O&M + UAL + \$4 mil Emergency*

# Overview of the Cost of Service

## What is cost of service?

- Analysis to proportionally distribute the revenue requirement

## Why cost of service

- Generally accepted as “fair and equitable”
- Avoids subsidies
- Revenues reflect costs
- Meets the proportionality requirements of Proposition 218

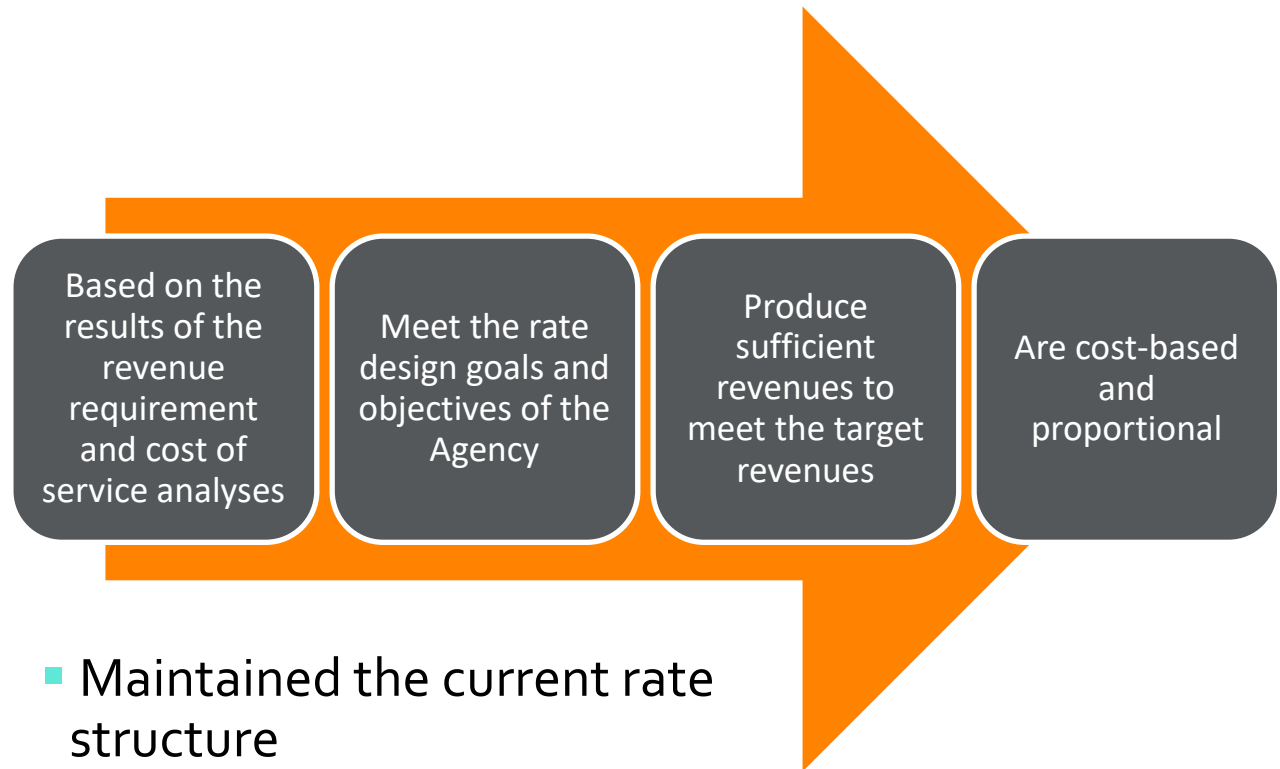
## Objectives of Cost of Service

- Determine if subsidies exist
- Develop average unit costs

## Summary of the Cost of Service

- Agency establishes the rate on a per EDU on an annual basis
- Study reviewed the assumptions for an EDU
  - Flow and strength
- HDR recommends maintaining the current EDU approach
- Cost of service reflects the cost on a per EDU basis
  - EDU is calculated for various customer types to reflect the estimated flows and strength levels
- Cost of service provides the basis for the proposed annual rate

## Overview of the Rate Designs

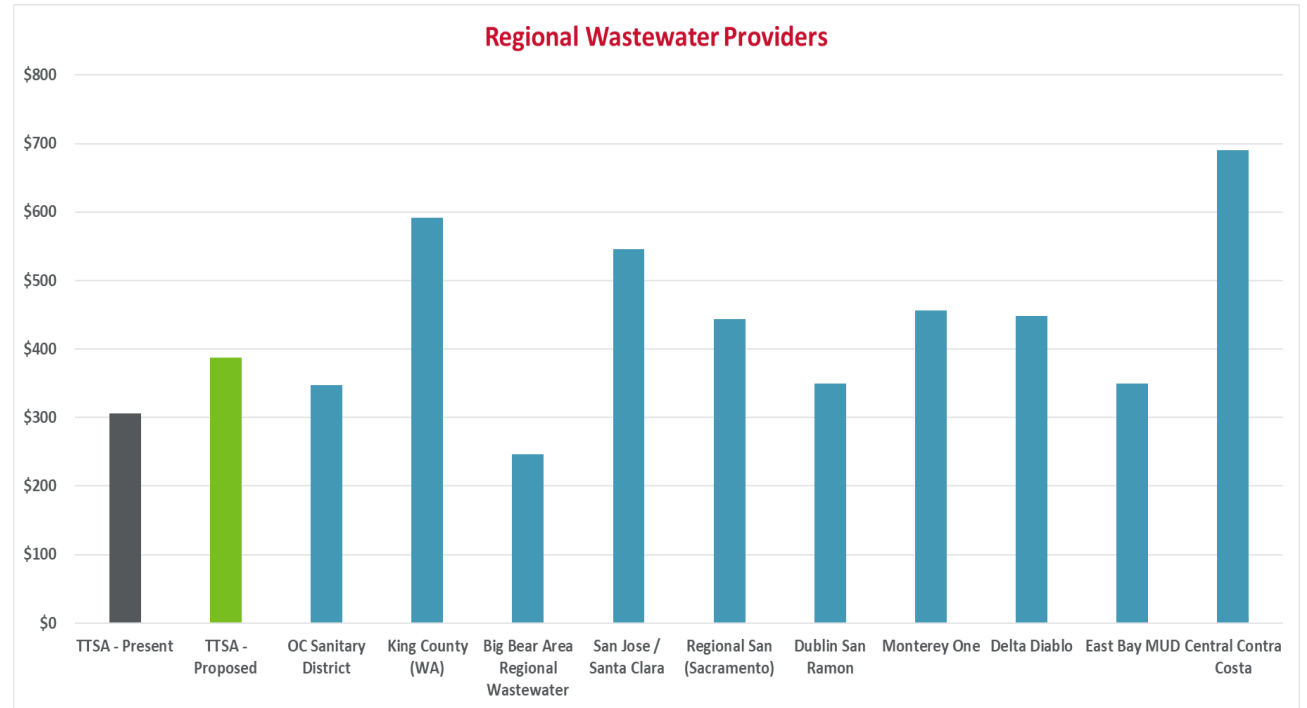


- Maintained the current rate structure
  - Minor revisions to maintain consistency between service charges and connection fees
- Propose eliminating the non-tax area schedule
  - Proposed rates are the same for all customers

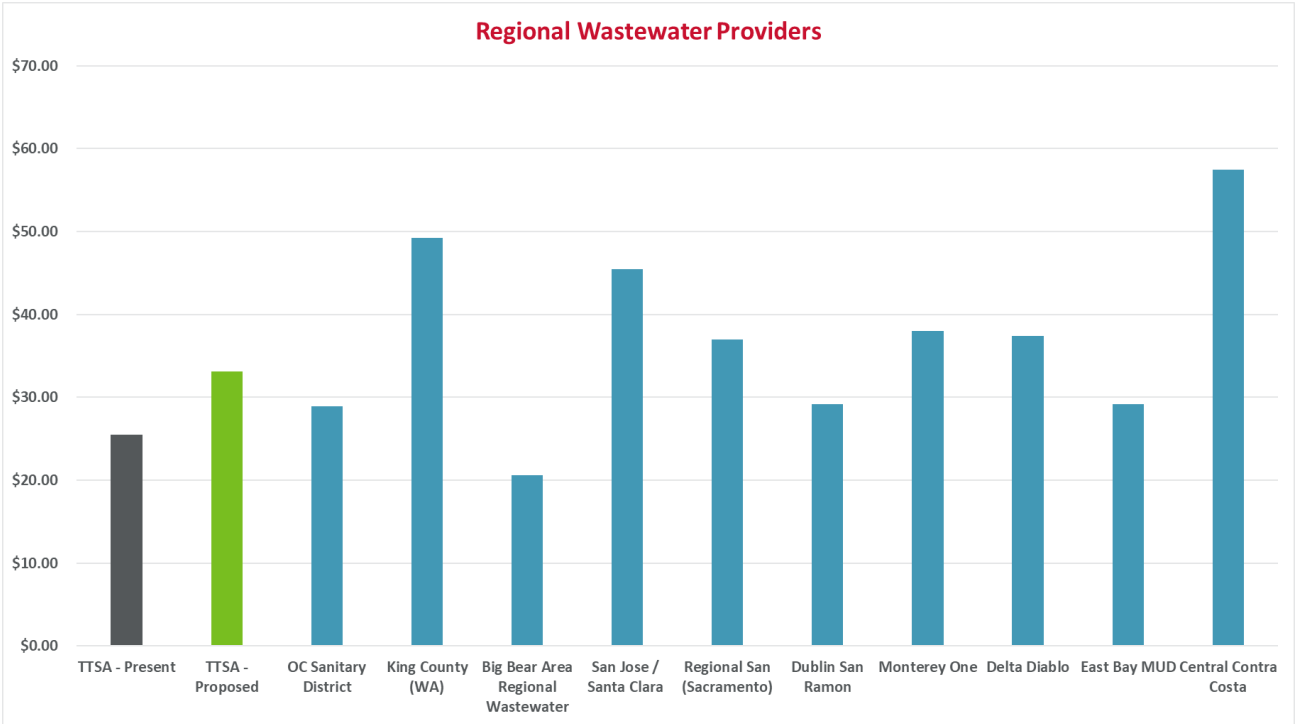
Sewer Service Charge	TTSA Code	Units	Existing Per Unit Charge (\$)	Proposed FY 2024 Per Unit Charge (\$)	Proposed FY 2025 Per Unit Charge (\$)	Proposed FY 2026 Per Unit Charge (\$)	Proposed FY 2027 Per Unit Charge (\$)	Proposed FY 2028 Per Unit Charge (\$)
Beauty/Barber Shop	A	# of service chairs	\$138.36	\$179.96	\$213.42	\$242.36	\$263.16	\$272.20
Commercial Establishments (1) (unless otherwise noted)	B	# of fixture units	39.24	51.04	60.53	68.73	74.63	77.20
Dump Station	D	# of stations	306.00	398.00	472.00	536.00	582.00	602.00
Restaurant or Bar	F	# of seats inside	30.00	39.02	46.27	52.55	57.06	59.02
	Z	# of seats outside	10.80	14.05	16.66	18.92	20.54	21.25
	Z	# of seats banquet	10.80	14.05	16.66	18.92	20.54	21.25
Grocery	G	# of fixture units	60.60	78.82	93.47	106.15	115.26	119.22
Industrial User	I	as calculated pursuant to Table A-2	306.00	398.00	472.00	536.00	582.00	602.00
Car Washes	J	# of bays, Automatic	459.00	597.00	708.00	804.00	873.00	903.00
		# of bays, Automatic - Recycled	367.20	477.60	566.40	643.20	698.40	722.40
		# of bays, Self-Serve	306.00	398.00	472.00	536.00	582.00	602.00
		# of bays, Self-Serve - Recycled	244.80	318.40	377.60	428.80	465.60	481.60
Campsite with Sewer Connection	K	# of sites	164.16	213.52	253.21	287.55	312.23	322.96
Laundromat	L	# of washing machines	163.32	212.42	251.92	286.08	310.63	321.30
Motel or Hotel Unit	M	# of units	153.00	199.00	236.00	268.00	291.00	301.00
Motel or Hotel Unit with Kitchen	N	# of units	201.96	262.68	311.52	353.76	384.12	397.32
Swimming Pool or Spa	P	# of P units, see table A-1	5.64	7.34	8.70	9.88	10.73	11.10
Campsite without Sewer Connection	Q	# of sites	138.84	180.58	214.16	243.20	264.07	273.14
Residential Unit	R	# of dwelling units	306.00	398.00	472.00	536.00	582.00	602.00
Other	S	As Determined by General Manager	5.64	7.34	8.70	9.88	10.73	11.10
Assembly Hall	T	# of seats	2.28	2.97	3.52	3.99	4.34	4.49
Public Schools	---	Per 1,000 gallons	0.00	3.67	4.35	4.94	5.36	5.55



# Annual Residential Treatment Customer Bill Comparison



# Monthly Residential Treatment Customer Bill Comparison



## Next Steps

- Gain final Board feedback and input on the study results and recommendations
- Set public hearing date (May 17, 2023)
- Mail customer notification
- Rate Study:
  - Hold public hearing
  - At public hearing, if no majority protest (i.e., 50% + 1), Board may adopt rates

Thank You  
and Discussion



DRAFT REPORT



**Tahoe-Truckee Sanitation Agency**  
*Sewer Rate Study*  
March 2023



March 15, 2023

Ms. Crystal Sublet  
Finance and Administration Department Manager  
Tahoe-Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, CA 96161

Subject: Sewer Rate Study Draft Report

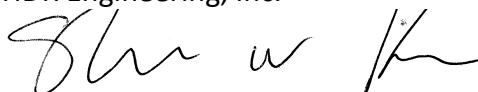
Dear Ms. Sublet:

HDR Engineering, Inc. (HDR) is pleased to present the draft report on the sewer rate study conducted for the Tahoe-Truckee Sanitary Agency (Agency). A key objective in developing the Agency's sewer rate study (Study) was to develop a financial plan and rates that generate adequate revenue to fund the Agency's operating and capital needs over a projected five-year period. Additionally, the Study focused on the proportional distribution of costs based on the wastewater system operation and customer characteristics. This report outlines the approach, methodology, findings, and conclusions of the comprehensive sewer rate study process.

The cost associated with providing wastewater services to the Agency's customers have been developed based on Agency specific information and is included within the development of the proposed sewer rates. This report was developed utilizing the Agency's accounting, current operating and capital budgets, billing records, and future projections. HDR has relied on this information to develop our analyses that form our findings, conclusions, and recommendations. The Study was developed utilizing generally-accepted and industry standard rate setting principles. The conclusions and recommendations contained within this report are intended to provide a financial plan that meets the operating and capital needs of the Agency. Finally, this report provides the basis for developing and implementing rates that are cost-based, defensible, and proportional to the Agency's customers.

We appreciate the assistance provided by Agency staff in the development of this study. More importantly, we appreciate working with Agency's staff, management, and Board of Directors on this project.

Sincerely yours,  
HDR Engineering, Inc.

A handwritten signature in black ink, appearing to read 'Shawn Koorn', is written over the typed name.

Shawn Koorn  
Associate Vice President

[hdrinc.com](http://hdrinc.com)

929 108<sup>th</sup> Ave NE, Suite 1300, Bellevue, WA 98004  
T 425-450-6200



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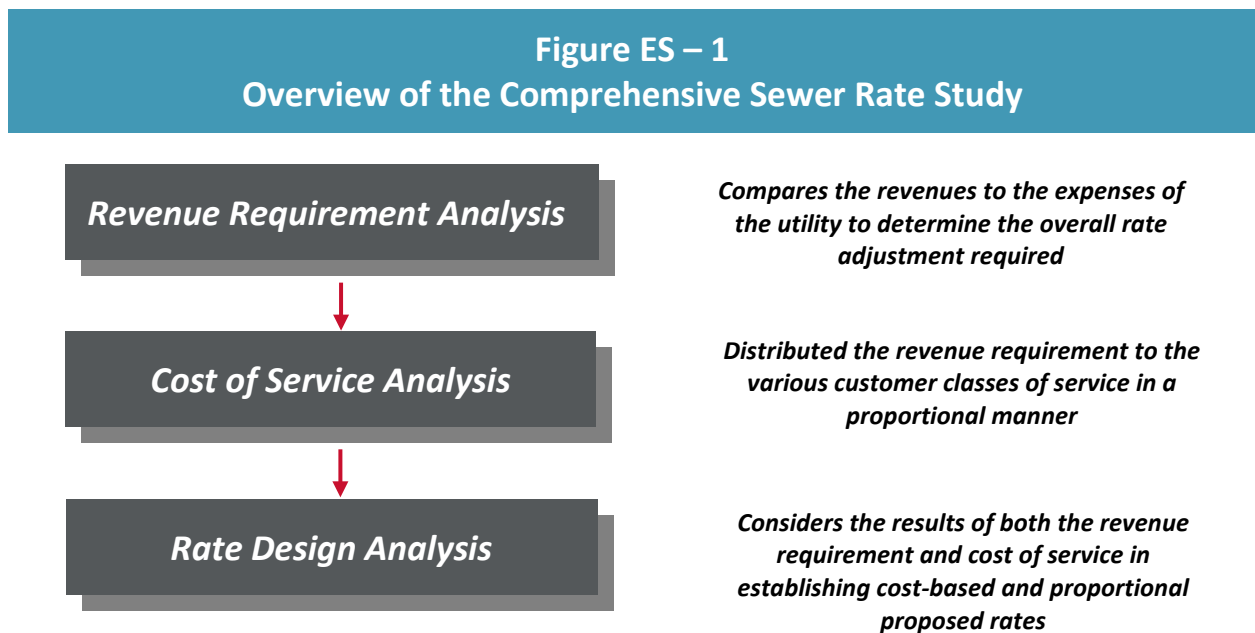
# Executive Summary

## Introduction

HDR Engineering, Inc. (HDR) was retained by the Tahoe-Truckee Sanitary Agency (Agency) to perform a wastewater rate study (Study). As part of the Study, HDR developed a wastewater rate model for the Agency based on the current data and information available. The technical analyses undertaken in the Study were developed to determine the overall adequacy of the existing wastewater rates. This process then provides a basis for necessary revenue adjustments and proportional cost distribution to maintain cost-based wastewater rates. This section of this report will provide a brief overview of the rate study components. The results and recommendations of the Study are contained in the subsequent sections of this report.

## Overview of the Rate Study Process

A comprehensive sewer rate study utilizes three interrelated analyses to address the adequacy and proportionality of utility rates. These three analyses are a revenue requirement analysis, a cost of service analysis, and a rate design analysis. Figure ES – 1 below shows the rate study process and each of the three analytical steps involved.



## Key Wastewater Rate Study Results

The wastewater rate study technical analysis was developed based on the operating and capital costs necessary to provide wastewater service to the Agency’s customers. The wastewater analysis resulted in the following findings, conclusions, and recommendations.

- The Agency’s FY 2023 adopted budget was used as the starting point of the analysis

- Operation and maintenance expenses are projected to increase at inflationary levels with no assumed changes to levels of service or anticipated extraordinary expenses
- The Study assumed a customer growth rate of 0.5% per year
- A capital funding analysis was completed based on the capital plans as outlined in the recently completed master plans
- Rate revenue adjustments are necessary to fund the Agency’s operating and capital costs over the next five-year period (FY 2024 – FY 2028).
  - A five-year rate schedule has been developed of 30.0% in FY 2024, 18.5% FY 2025, 13.5% in FY 2026, 8.5% in FY 2027, followed by 3.5% in FY 2028
- The proposed adjustments provide adequate revenues to build the Agency’s target minimum reserve levels for operating liquidity and contingency reserves, capital replacement reserves, emergency reserves, and debt service reserves
- The proposed rate transition plan will help smooth the rate adjustments, minimizes future rate impacts, and provides funding for future capital projects
- Cost of service analysis was developed to review the proportionality of the existing rates
- The results of the cost of service analyses provided the unit costs (i.e., cost basis) which were used to establish the proposed wastewater rate per Equivalent Dwelling Unit (EDU)
- A projection of the rate per EDU has been developed for FY 2024 through FY 2028

In five years’ time, the Agency should review the need for additional rate adjustments.

## Summary of the Revenue Requirement Analysis

A revenue requirement analysis is the first analytical step in the development of the Study. This analysis determines the adequacy of the level of current wastewater rates for the Agency to fund annual operating and capital needs. From this analysis, a determination can be made as to the overall level of rate revenue adjustments needed to provide sufficient and prudent funding for both operating and capital needs.

For this Study, the revenue requirement was developed for a ten-year period (FY 2023 – FY 2033). A multi-year time frame is recommended to better anticipate future financial requirements and allow the Agency to begin planning for these changes sooner, thereby minimizing short-term rate impacts and overall long-term rate levels. For the rate setting period, the focus was on FY 2024 through FY 2028 for purposes of establishing rates through a Proposition 218 process. For the revenue requirement analysis, a “cash basis” approach was utilized. The cash basis approach is the most commonly used methodology by municipal utilities to set their revenue requirement. The cash basis approach includes an analysis of O&M expenses, transfer payments, debt service, and annual capital projects funded from rates. The primary financial inputs in the development of the revenue requirement analysis were the Agency’s FY 2023 adopted budget, historical Member Agency Equivalent Dwelling Unit (EDU) data, and the wastewater system capital improvement plan taken from the recently completed master plans.

Once the operating and maintenance expenses have been projected over the time period - based on budgeted expenses and historical inflationary factors - the next step is to develop the capital funding plan. The proper and adequate funding of capital projects is important to help minimize rates over time. A general financial guideline states that, at a minimum, a utility should fund an amount equal to or greater than annual depreciation expense through rates. For the Agency's Study, a capital improvement plan was developed based on the recently completed master plans to identify the projects necessary to maintain the wastewater system over the time period as well as projects necessary to meet new growth and subsequent expansion of the system. The Agency has two funds for capital improvements: Fund 2 is for growth related projects and are funded through connection fees and reserves and Fund 6 which is the renewal and replacement capital projects paid by rates and related reserves. Provided below in Table ES – 1 is a summary of the capital plan for Fund 2 and Table ES – 2 is a summary of Fund 6 for the capital improvement plan.

**Table ES - 1**  
**Summary of the Capital Improvement Plan (\$000s) – Fund 2**

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>Total Capital</b>	<b>\$689</b>	<b>\$804</b>	<b>\$4,144</b>	<b>\$3,454</b>	<b>\$1,246</b>	<b>\$5,712</b>
<b>Funding Sources</b>						
Wastewater Capital Reserve Fund (Fund 2)	\$689	\$804	\$644	\$754	\$0	\$1,762
Emergency & Contingency Reserve Fund	0	0	0	0	0	0
Secured Debt (SRF)	0	0	0	0	0	0
Assumed Revenue Bond (Fund 2)	<u>0</u>	<u>0</u>	<u>3,500</u>	<u>2,700</u>	<u>1,246</u>	<u>3,950</u>
<b>Total Funding Sources</b>	<b>\$689</b>	<b>\$804</b>	<b>\$4,144</b>	<b>\$3,454</b>	<b>\$1,246</b>	<b>\$5,712</b>

**Table ES - 2**  
**Summary of the Capital Improvement Plan (\$000s) – Fund 6**

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>Total Capital</b>	<b>\$3,311</b>	<b>\$4,996</b>	<b>\$15,717</b>	<b>\$22,326</b>	<b>\$9,775</b>	<b>\$5,500</b>
<b>Funding Sources</b>						
General Fund	\$0	\$0	\$3,624	\$0	\$0	\$0
Replace, Rehab, and Upgrade Fund (Fund 6)	3,311	3,346	1,520	0	0	0
Emergency & Contingency Reserve Fund	0	0	0	0	0	0
Secured Debt (SRF)	0	0	0	0	0	0
Assumed Revenue Bond (Fund 6)	<u>0</u>	<u>0</u>	<u>5,763</u>	<u>17,626</u>	<u>4,305</u>	<u>0</u>
<b>Total Funding Sources</b>	<b>\$3,311</b>	<b>\$3,346</b>	<b>\$10,907</b>	<b>\$17,626</b>	<b>\$4,305</b>	<b>\$0</b>
<b>Rate Funded Capital</b>	<b>\$0</b>	<b>\$1,650</b>	<b>\$4,810</b>	<b>\$4,700</b>	<b>\$5,470</b>	<b>\$5,500</b>

The capital funding plan for Fund 6 developed for the Agency's wastewater utility has placed the rate funded capital level at approximately \$1.7 million in FY 2024 and increasing over the rate-

setting period to \$5.5 million by FY 2028. Over the next 5-years, capital needs from Fund 6 are approximately \$58 million (46 different projects) which include several high priority projects. Of this \$58, major high priority projects include the Truckee River Crossings, Phosphorus Removal & Recarb Rehabilitation, Digestion Improvement, Primary and Secondary Treatment Rehab and Building Roof Replacements. Given that our next 5-years includes a large amount of funds, the Agency plans to obtain debt financing to level out the impact to rate increases. It is important to note that this funding sources is derived from user rates and this source is only applicable to Fund 6 capital projects. This level of funding was calculated based on the long-term need to prudently fund replacement and repair of the existing wastewater system. As can be seen, the difference between annual capital replacement needs and rate funded capital, when necessary, is being funded through available reserves and long-term debt issuance. This mix of rate funding (e.g., renewal and replacement funding), reserves, and long-term debt has been developed to balance the impact to rates while meeting annual renewal and replacement needs and long-term debt requirements (e.g., debt service coverage ratio) over the long-term.

The revenue requirement analysis for Agency’s wastewater utility was developed to determine the necessary revenues to meet the costs of providing service to the customers based on the specific costs of the Agency’s wastewater utility. Provided below, in Table ES – 3, is a summary of the wastewater revenue requirement analysis (i.e., financial plan). A more detailed analysis of the wastewater revenue requirements can be found in Section 3 of this report.

<b>Table ES - 3</b>						
<b>Summary of the Wastewater Revenue Requirement Analysis (\$000)</b>						
	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>
<b>Revenues</b>						
Rate Revenues @ Current Rate	\$12,835	\$12,899	\$12,963	\$13,028	\$13,093	\$13,159
Other Revenues	<u>4,580</u>	<u>4,845</u>	<u>4,955</u>	<u>5,094</u>	<u>5,240</u>	<u>5,400</u>
<b>Total Revenues</b>	<b>\$17,415</b>	<b>\$17,743</b>	<b>\$17,918</b>	<b>\$18,122</b>	<b>\$18,333</b>	<b>\$18,559</b>
<b>Expenses</b>						
Total O&M Expenses	\$18,085	\$18,825	\$19,538	\$20,231	\$20,928	\$21,723
Rate Funded Capital	0	1,650	4,810	4,700	5,470	5,500
Net Debt Service	650	683	1,430	3,029	3,495	3,005
Reserve Funding	<u>(1,320)</u>	<u>457</u>	<u>(856)</u>	<u>(90)</u>	<u>185</u>	<u>1,009</u>
<b>Total Expenses</b>	<b>\$17,415</b>	<b>\$21,615</b>	<b>\$24,923</b>	<b>\$27,871</b>	<b>\$30,078</b>	<b>\$31,237</b>
Bal. / (Def.) of Funds	\$0	(\$3,870)	(\$7,007)	(\$9,751)	(\$11,746)	(\$12,678)
Balance a % of Rate Adj. Req'd	0.0%	30.0%	54.1%	74.8%	89.7%	96.3%
<b>Proposed Rate Adjustment</b>	<b>0.0%</b>	<b>30.0%</b>	<b>18.5%</b>	<b>13.5%</b>	<b>8.5%</b>	<b>3.5%</b>
Add'l Revenue with Rate Adj.	\$0	\$3,870	\$7,007	\$9,751	\$11,746	\$12,678
Bal. / (Def.) After Rate Adj.	\$0	\$0	\$0	\$0	\$0	\$0

As can be seen, the wastewater revenue requirement has summed O&M, rate funded capital, net debt service (less connection fee funding for related capital), and reserve funding. The total

revenue requirement is then compared to the total revenues which are the rate revenues, at present rate levels, and other miscellaneous revenues. From this comparison a balance or deficiency of funds in each year can be determined. This balance or deficiency is then compared to the projection of rate revenues to determine the level of revenue adjustment needed to meet the costs of providing wastewater service. It is important to note the “Bal. / (Def.) of Funds” row in Table ES – 3, is cumulative. That is, any adjustments in the initial years will reduce the deficiency in the later years.

As shown in Table ES – 3, the wastewater rate revenues will need to be increased by 30.0% in FY 2024, 18.5% in FY 2025, 13.5% in FY 2026, 8.5% in FY 2027, and 3.5% in FY 2028 in order to meet the operating and capital needs of the Agency’s wastewater utility. It is proposed that the subsequent proposed rate adjustments will be effective each year on July 1, or the beginning of the fiscal year.

HDR has concluded that the Agency will need to adjust the level of rate revenues as noted above to maintain cost-based rates. HDR has reached this conclusion for the following reasons:

- Revenue adjustments are necessary to meet the operating and capital costs of providing wastewater service to the Agency’s customers
- The proposed rate adjustments maintain the Agency’s financial health and provide long-term sustainable funding levels
- The Agency should review the wastewater rates annually in order to assess sufficiency

## Summary of Cost of Service Analysis

A cost of service analysis determines the proportional distribution of the Agency’s revenue requirement. The objective of the cost of service analysis is different from the revenue requirement analysis. The revenue requirement analysis determines the Agency’s overall financial needs, while the cost of service analysis determines the proportional collection of the revenue requirement from the Agency’s customers.

The Agency’s cost of service analysis is simplified given the use of an EDU basis. For the Agency’s cost of service analysis the first step was to functionalize the revenue requirement. The functionalized revenue requirement was then allocated to the various cost components. The total cost allocation was then divided by the number of equivalent units to determine the average unit cost, or cost-based rate for the Agency’s customers on an EDU basis. A summary of the cost of service analysis is provided in Table ES – 4.

Table ES – 4 Summary of the Cost of Service Analysis (\$000s)				
	Present Rate Revenues	Distributed Costs	\$ Difference	% Difference
All Customers	\$12,899	\$16,768	(\$3,870)	30.0%

Based on the distributed costs, a per EDU charge can be developed which becomes the basis for the proposed wastewater rates.

## Summary of the Rate Design

The final step of the Agency's wastewater rate study process is the design of wastewater rates to collect the desired level of revenue, based on the results of the revenue requirement and cost of service analysis. As noted, the allocated costs were distributed on a per EDU basis.

The Agency's current rate is based on the prior year's EDU counts, as reported from June 2021 through May 2022. The Agency's rate schedule is based on a proportion of an EDU basis. The rate schedule has many different categories which are charged on a variety of metrics such as per service chair for barber shop, per site for campgrounds, and per seat for restaurants, for example. In order to develop the unit costs, as the rates are all derived from a proportion of an EDU, the costs are divided by the total number of system EDUs. As part of the Study, the determination of an EDU was reviewed with Agency staff and industry information.

Developing cost-based and proportional rates is of paramount importance in developing proposed wastewater rates. The development of the Agency's proposed wastewater rates have been developed to meet the legal requirements of California Constitution article XIII C, section 1 (Article XIII C). Article XIII C defines a tax to mean a levy, charge, or exaction of any kind imposed by a local government, except for levies, charges, or exactions that fall under one of seven express exemptions. Of particular relevance is the second exemption – charges imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.

In addition, Article XIII C requires the local government imposing the fee or charge to prove, with evidence, that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity. A fundamental part of this analysis, therefore, is to demonstrate that a fee or charge recovers sufficient revenue to provide the government service, is proportional to the burdens on the system placed by each payor, and generates revenue to be used for the purpose of providing such service.

HDR is of the opinion that the proposed rates meet the legal requirements of Article XIII C. HDR reaches this conclusion based upon the following:

- ✓ **The revenue derived from sewer rates does not exceed the funds required to provide the property related service (i.e., sewer service).** The proposed rates are designed to collect the overall revenue requirement of the Agency's sewer system.

- ✓ **The revenues derived from sewer rates shall not be used for any purpose other than that for which the fee or charge is imposed.** The revenues derived from the Agency's sewer rates are used exclusively to operate and maintain the Agency's sewer system.
- ✓ **The amount of a fee or charge imposed upon a parcel or person as an incident of property ownership shall not exceed the proportional costs of the service attributable to the parcel.** The cost of service analysis was specifically developed to focus on the issue of proportional assignment of costs. Since there is only one class of service, allocation of costs is simplified on an EDU basis. The proposed rates reflect the system requirements and costs to provide service on an EDU basis.

The Agency establishes its wastewater rates on a per EDU basis whereby total wastewater revenue requirements are divided by system EDUs to establish the rate. The Agency then passes its rates through to its customers via the proportional EDUs established in the rate schedule.

The Agency currently has two rate schedules, one for the taxable area and one for the non-taxable area. These areas represent where the Agency receives property tax revenue. In discussion with the Agency and Board, for a variety of reasons, including simplifying the rate approach, minimal non-taxable customers, and administrative ease, it was determined that a single rate structure would be proposed and there would not be a taxable and non-taxable rate schedule. Provided in Table ES – 5 is a summary of the proposed sewer rates.

**Table ES - 5  
Present and Proposed Sewer Rate Schedule**

Sewer Service	TTSA Code	Units	Present	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
			Rates					
Beauty/Barber Shop	A	# of service chairs	\$138.36	\$179.96	\$213.42	\$242.36	\$263.16	\$272.20
Commercial Establishments (unless otherwise noted)	B	# of fixture units	39.24	51.04	60.53	68.73	74.63	77.20
Dump Station	D	# of stations	306.00	398.00	472.00	536.00	582.00	602.00
Restaurant or Bar	F	# of seats inside	30.00	39.02	46.27	52.55	57.06	59.02
	Z	# of seats outside	10.80	14.05	16.66	18.92	20.54	21.25
	Z	# of seats banquet	10.80	14.05	16.66	18.92	20.54	21.25
Grocery	G	# of fixture units	60.60	78.82	93.47	106.15	115.26	119.22
Industrial User	I	as calculated pursuant to Table A-2	306.00	398.00	472.00	536.00	582.00	602.00
Car Washes	J	# of bays, Automatic	459.00	597.00	708.00	804.00	873.00	903.00
		# of bays, Automatic - Recycled	367.20	477.60	566.40	643.20	698.40	722.40
		# of bays, Self-Serve	306.00	398.00	472.00	536.00	582.00	602.00
		# of bays, Self-Serve - Recycled	244.80	318.40	377.60	428.80	465.60	481.60
Campsite with Sewer Connection	K	# of sites	164.16	213.52	253.21	287.55	312.23	322.96
Laundromat	L	# of washing machines	163.32	212.42	251.92	286.08	310.63	321.30
Motel or Hotel Unit	M	# of units	153.00	199.00	236.00	268.00	291.00	301.00
Motel or Hotel Unit with Kitchen	N	# of units	201.96	262.68	311.52	353.76	384.12	397.32
Swimming Pool or Spa	P	# of P units, see table A-1	5.64	7.34	8.70	9.88	10.73	11.10
Campsite without Sewer Connection	Q	# of sites	138.84	180.58	214.16	243.20	264.07	273.14
Residential Unit	R	# of dwelling units	306.00	398.00	472.00	536.00	582.00	602.00
Other	S	As Determined by General Manager	5.64	7.34	8.70	9.88	10.73	11.10
Assembly Hall	T	# of seats	2.28	2.97	3.52	3.99	4.34	4.49
Public Schools	---	Per 1,000 gallons	0.00	3.67	4.35	4.94	5.36	5.55



## Summary of the Sewer Rate Study

This completes the summary of the wastewater rate study update for the Agency. Annual rate revenue adjustments are recommended of 30.0% in FY 2024, 18.5% in FY 2025, 13.5% in FY 2026, 8.5% in FY 2027, and 3.5% in FY 2028. It is also recommended that the rate structure continue to reflect an annual charge per EDU with adjustments to the rate prorated for each rate category based on the existing proportion to one EDU. A full and complete discussion of the development of the wastewater rate study, the recommendations, and results can be found in following sections of this report.

# 1 Introduction

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HDR Engineering, Inc. (HDR) was retained by the Tahoe-Truckee Sanitation Agency (Agency) to perform a wastewater rate study. The development of the wastewater rate study (Study) determines the overall adequacy of the existing wastewater rates and provides the basis for determination of necessary rate revenue adjustments while maintaining cost-based and proportional rates. This report describes the methodology, findings, and conclusions of the wastewater rate study process.

## 1.1 Goals and Objectives

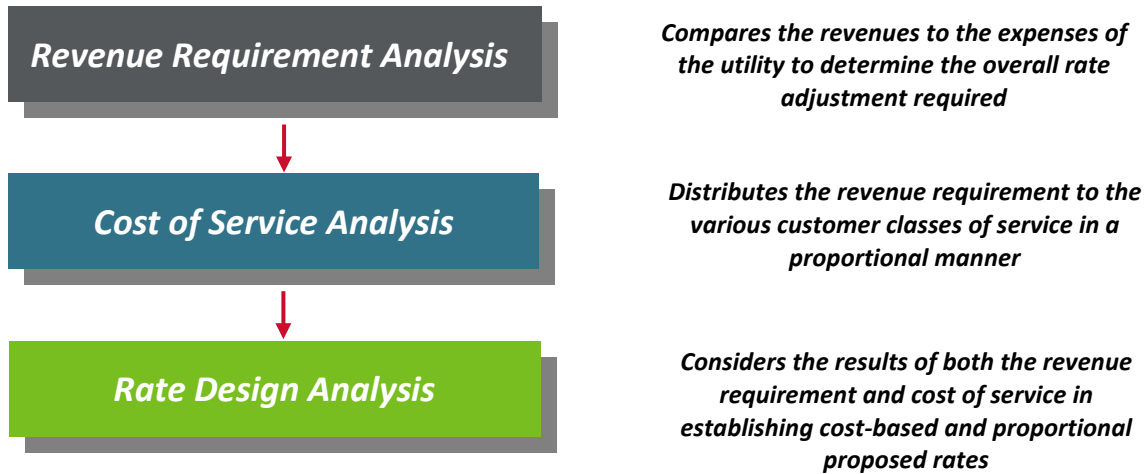
The Agency had a number of key objectives in developing the Study. These key objectives provided a framework for policy decisions in the analyses that follows. These key objectives were as follows:

- Develop the wastewater rate study in a manner that is consistent with the principles and methodologies established by the Water Environment Federation (WEF), Manual of Practice No. 27, Financing and Charges for Sewer Systems
- In financial planning and establishing the Agency’s wastewater rates, review and utilize best industry practices, while recognizing and acknowledging the specific and unique characteristics of the Agency’s wastewater system
- Review the Agency’s wastewater rates utilizing generally accepted rate making methodologies to determine the adequacy and proportionality of the rates
- Meet the Agency’s financial planning criteria and goals, such as debt service coverage ratios, sufficient funding of capital infrastructure replacement, and maintenance of adequate and prudent reserve levels
- Develop a financial plan which completely supports the wastewater utility’s funding requirements, while attempting to minimize overall impacts to wastewater rates
- Provide rates designed to meet the legal requirements of Article XIII C (e.g., Proposition 218)

## 1.2 Overview of the Rate Study Process

A comprehensive wastewater rate study utilizes three interrelated analyses to address the adequacy and equity of utility rates. These three analyses are a revenue requirement analysis, a cost of service analysis, and a rate design analysis.

## Figure 1 – 1 Overview of the Comprehensive Sewer Rate Study



The primary focus of the revenue requirement analysis is the comparison of the overall revenues and expenses of the utility. From this analysis, a determination can be made as to the overall level of revenue (rate) adjustment necessary. Next, a cost of service analysis is performed to proportionally distribute the revenue requirement to the customer classes of service, in the Agency’s case on a per EDU basis. Finally, the last step of the rate study process is the rate design. For the Agency, the proposed wastewater rates are designed to collect the appropriate level of revenues and reflect the proportional cost per EDU. As a part of the Study, HDR developed each of these analyses to analyze the Agency’s current wastewater rates. At the same time, HDR utilized generally accepted cost of service and rate setting techniques and industry best practices in the development of the Agency’s wastewater rate study.

### 1.3 Report Organization

This report is organized as follows:

- Section 2 provides background about the utility rate setting process
- Section 3 reviews the revenue requirement analysis
- Section 4 reviews the cost of service analysis
- Section 5 reviews the rate design analysis

A technical appendix is attached at the end of the report which provides the analysis used in the preparation of this report.

## 2 Overview of Rate Setting Principles

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This section provides background information about the rate setting process, including descriptions of generally accepted principles, types of utilities, methods of determining revenue requirement, the cost of service approach, and rate design. This information is useful for gaining a better understanding of the details presented in Sections 3 through 5.

### 2.1 Generally Accepted Rate Setting Principles

As a practical matter, utilities should consider setting their rates around some generally accepted or global principles and guidelines. Utility rates should be:

- Cost-based, proportional, and set at a level that meets the utility's full revenue requirement
- Easy to understand and administer
- Designed to conform to generally accepted rate setting techniques
- Stable in their ability to provide adequate revenues for meeting the utility's financial, operating, and regulatory requirements
- Established at a level that is stable from year to year from a customer's perspective

### 2.2 Determining the Revenue Requirement

Public and private utilities have very different administrative and financial characteristics, their methods differ for determining revenue requirement and setting rates. Most public utilities use the cash basis approach for establishing their revenue requirement and setting rates. This approach conforms to most public utility budgetary requirements and the calculation is easy to understand. A public utility:

- Totals its operating and capital expenses to determine the required revenues. These operating and capital costs may be offset by "other", or miscellaneous revenues, if they exist.
- Adds operating and maintenance (O&M) expenses to any applicable taxes or transfer payments to determine total operating expenses. Operating and maintenance expenses include the materials, electricity, labor, supplies, etc. needed to keep the utility functioning.
- Calculates capital costs by adding debt service funded through rates (principal and interest) to capital improvements funded through rates (rate funded capital improvements). When determining rate funded capital improvements, annual depreciation expense may be used as the minimum annual capital improvement amount to be collected through rates when the amounts from the capital improvement plan are lower due to timing. In theory, annual depreciation expense represents the amount that should be collected on average, over the long term, for annual asset replacement. When annual depreciation expense is used to determine rate funded capital it results in a more stable revenue requirement and thus, more stable rates.

## 2.3 Analyzing Cost of Service

After the total revenue requirement is determined, it is distributed to the users of the service. The distribution - analyzed through a cost of service study - reflects the cost relationships for producing and delivering services (in this case, wastewater treatment). A cost of service study requires three steps:

1. Costs are *functionalized* or grouped into the various cost categories related to providing service (treatment, transmission, etc.). This step is largely accomplished by the utility's accounting system.
2. The functionalized costs are then *allocated* to specific cost components. Allocation refers to the arrangement of the functionalized data into cost components. For example, a wastewater utility's costs are typically allocated as volume-, strength-, or customer-related.
3. Once the costs are classified into components, they are *distributed* to the customer classes of service. Although the Agency only has one class of customers, the distribution is based on an EDUs relative contribution to the cost component.

## 2.4 Designing Rates

Rates that meet the utility's objectives are designed based on both the revenue requirement and the cost of service analysis. This approach results in rates that are cost-based and proportional and does not take into consideration other non-cost based goals and objectives (conservation, economic development, ability to pay, revenue stability, etc.). In designing the final proposed rates, factors such as ability to pay, continuity of past rate philosophy, economic development, ease of administration, and customer understanding may be taken into consideration. However, the proposed rates must take into consideration the proportional share of costs distributed through the cost of service analysis to meet the intent of Proposition 218.

## 2.5 Summary

This section of the report has provided a brief introduction to the general principles, techniques, and approach used to develop cost-based and proportional wastewater rates. These principles and techniques will become the basis for the Agency's wastewater rate study.

## 3 Development of the Revenue Requirement

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This section describes the development of the revenue requirement analysis for the Agency. The revenue requirement analysis is the first analytical step in the comprehensive rate study process. From this analysis, a determination can be made as to the overall level of the wastewater rate adjustment needed to provide adequate and prudent funding for both operating and capital needs. One of the main objectives of a rate study is to develop proportional rates while attempting to minimize the long-term impacts to customers.

In developing the wastewater revenue requirement, it was assumed the Agency’s wastewater system must financially “stand on its own” and be properly funded. As a result, the revenue requirement as developed herein assumes the full and proper funding needed to operate and maintain the Agency’s wastewater system on a financially sound and prudent basis.

### **3.1 Determining the Time Period and Approach**

The first step in calculating the revenue requirement was to establish a time frame for the revenue requirement analysis. For the Study, the revenue requirement was developed for the ten-year time period of FY 2023 – FY 2033. By anticipating future financial requirements, the Agency can begin planning for these changes sooner, thereby minimizing short-term rate impacts and overall long-term rates. The focus, for rate setting purposes, was the five-year period of FY 2024 through FY 2028.

The second step in determining the revenue requirement for the Agency was to decide on the basis of accumulating costs. For the Agency’s revenue requirement, a cash basis approach was utilized. The cash basis approach is the most commonly used methodology by municipal utilities to set their revenue requirement. Section 2 of this report provided a simple overview of the cash basis methodology. The revenue requirement developed for the Agency was customized to follow the Agency’s system of accounts (budget documents). However, in general, even with the Agency’s specific information, the Agency’s revenue requirement contains the basic cost components of a cash basis methodology. Table 3 - 1 provides a summary of the cash basis approach used to develop the Agency’s revenue requirement.

**Table 3 - 1**  
**Overview of Cash Basis Revenue Requirement**

+	Operation and maintenance exp.
+	Rate funded capital improvements
+	Debt Service (P + I) funded from rates
<u>±</u>	<u>Minimum reserve funding</u>
–	<u>Other Revenues</u>
=	<b>Total Revenue Requirement</b>
[a]	Rate funded capital improvements
+	Total capital improvement projects
–	Funding sources other than rates
	✓ Capital & Replacement Fund
	✓ Connection Fees
	<u>✓ Proceeds from Debt Issuance</u>
=	<b>Net Capital Improve. Funded From Rates</b>

Given a time period around which to develop the revenue requirement and a method to accumulate the appropriate costs, the focus then shifts to the development and projection of the revenues and expenses for the Agency.

The primary financial inputs in this process were the Agency’s historical billing records, adopted and projected operating budgets, and capital improvement plan. Presented below is a detailed discussion of the steps and key assumptions contained in the development of the projections of the Agency’s revenues and expenses.

### 3.2 Projection of Revenues

The first step in developing the revenue requirement was to develop a projection of rate revenues received by the Agency. This includes both rate revenues (calculated at present rate levels) and miscellaneous revenues. In general, this process involved developing projected billing units (number of EDUs) and the applicable rate. The billing units for each customer group were then multiplied by the current rates (\$ / EDU/ year). This method of independently calculating revenues assures the projected revenues used within the analysis tie to the projected billing units. Other miscellaneous revenues were based on historical accounting records and recent revenue projections.

### 3.2.1 Projection of Rate Revenues

At present rates, the Agency is projected to receive approximately \$12.8 million in rate revenue in FY 2023 based on the current adopted rate and number of EDUs. Over the planning horizon of the Study, customer growth is expected to be 0.5% resulting in total rate revenues of approximately \$13.2 million by FY 2028, absent any rate revenue adjustments.

### 3.2.2 Projection of Other Revenues

In addition to rate revenues, the Agency also receives a variety of other revenues which include temporary discharge permits, ad valorem taxes, and other revenues. The utility is projected to receive approximately \$4.6 million in other revenues in FY 2023 of which approximately \$4.4 million is from property tax revenues. Other revenues increase to approximately \$5.4 million in FY 2028 primarily from the estimated growth in ad valorem tax revenues.

On a combined basis - the rate revenues along with other revenues - the Agency's total projected revenues are expected to be approximately \$17.4 million in FY 2023 and increase to \$18.6 million by FY 2028, prior to any rate revenue adjustments from estimated growth.

## 3.3 Projection of Operation and Maintenance Expenses

Operation and maintenance (O&M) expenses are incurred by the Agency to operate and maintain the existing wastewater conveyance and treatment facilities. In general, operation and maintenance expenses are grouped into a number of different functional categories. To begin the process of projecting O&M expenses over the projected rate setting time period, escalation factors were developed. The escalation factors were based on historical rates of cost increases as well as anticipated future impacts. Escalation factors developed for the Agency are shown below in Table 3 - 2.

Table 3 – 2 Summary of the Escalation Factors					
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Salaries	3.0%	3.0%	3.0%	3.0%	3.0%
Benefits	3.5%	3.5%	3.5%	3.5%	3.5%
Benefits - Medical	4.5%	4.5%	4.5%	4.5%	4.5%
Benefits - Retirement	4.0%	4.0%	4.0%	4.0%	4.0%
Materials & Supplies	3.0%	3.0%	3.0%	3.0%	3.0%
Equipment	4.0%	4.0%	4.0%	4.0%	4.0%
Miscellaneous	2.0%	2.0%	2.0%	2.0%	2.0%
Utilities	4.0%	4.0%	4.0%	4.0%	4.0%
Flat	0.0%	0.0%	0.0%	0.0%	0.0%
Insurance	3.5%	3.5%	3.5%	3.5%	3.5%
Chemicals	10.0%	4.0%	4.0%	4.0%	4.0%
General Expenses	3.5%	3.5%	3.5%	3.5%	3.5%

To project future O&M expenses, the first step was to determine the functional categories for purposes of projecting costs. Given the level of detail in the Agency's adopted FY 2023 budget, it



was the basis for the development of the revenue requirement analysis. HDR then escalated the O&M expenses based on the escalation factors in Table 3 – 2, above. Total operation and maintenance expenses for the Agency are budgeted to be approximately \$18.1 million in FY 2023, increasing to approximately \$21.7 million by FY 2028 as a result of cost inflation based on the above escalation factors over the projected rate setting time period.

### 3.4 Projection of Rate Funded Capital

The Agency has large capital improvement projects, as well as repair and replacement capital expenses, planned over the Study’s time period. The Agency recently completed a Master Sewer Plan and SCADA/IT Master Plan. These planning efforts completed a comprehensive review of the Agency’s wastewater infrastructure and identified necessary capital improvements. The capital improvement projects identified in the plans laid the groundwork for the capital funding plan as part of the Agency’s Study. The capital improvement funding plan was developed to fund the capital improvements while attempting to also minimize long-term rate impacts. Consideration was given to the impact on rates from funding capital improvements on a pay-as-you-go basis, as well as debt financing the larger capital projects. The level of rate funded capital was based on a review of the Agency’s long-term capital needs and prudent funding levels associated with annual asset replacement (i.e., annual depreciation expense). This strategy will aid in future capital replacements in a timely manner while minimizing the associated rate impacts to the Agency’s customers.

For the period of FY 2023 through FY 2028, capital improvement funding totals approximately \$77.7 million. Funding for the Agency’s capital projects is through rates, existing fund balance, and connection fees. As a point of reference, the replace, rehab, and upgrade projects are those related to Fund 6 and 10 and are funded through annual revenues (rates and other) as well as available reserves, while capital reserve funded (Fund 6) are funded through annual connection fee revenues and available connection fee revenue reserves. A detailed summary of the capital projects for Fund is 2 provided in Table 3 - 3 and for Fund 6 is shown in Table 3 - 4.

**Table 3 – 3**  
**Summary of the Capital Improvement Plan (\$000s) – Fund 2**

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>Total Capital</b>	<b>\$689</b>	<b>\$804</b>	<b>\$4,144</b>	<b>\$3,454</b>	<b>\$1,246</b>	<b>\$5,712</b>
<b>Funding Sources</b>						
Wastewater Capital Reserve Fund (Fund 2)	\$689	\$804	\$644	\$754	\$0	\$1,762
Emergency & Contingency Reserve Fund	0	0	0	0	0	0
Secured Debt (SRF)	0	0	0	0	0	0
Assumed Revenue Bond (Fund 2)	<u>0</u>	<u>0</u>	<u>3,500</u>	<u>2,700</u>	<u>1,246</u>	<u>3,950</u>
<b>Total Funding Sources</b>	<b>\$689</b>	<b>\$804</b>	<b>\$4,144</b>	<b>\$3,454</b>	<b>\$1,246</b>	<b>\$5,712</b>

**Table 3 – 4**  
**Summary of the Capital Improvement Plan (\$000s) – Fund 6**

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>Total Capital</b>	<b>\$3,311</b>	<b>\$4,996</b>	<b>\$15,717</b>	<b>\$22,326</b>	<b>\$9,775</b>	<b>\$5,500</b>
<b>Funding Sources</b>						
General Fund	\$0	\$0	\$3,624	\$0	\$0	\$0
Replace, Rehab, and Upgrade Fund (Fund 6)	3,311	3,346	1,520	0	0	0
Emergency & Contingency Reserve Fund	0	0	0	0	0	0
Secured Debt (SRF)	0	0	0	0	0	0
Assumed Revenue Bond (Fund 6)	<u>0</u>	<u>0</u>	<u>5,763</u>	<u>17,626</u>	<u>4,305</u>	<u>0</u>
<b>Total Funding Sources</b>	<b>\$3,311</b>	<b>\$3,346</b>	<b>\$10,907</b>	<b>\$17,626</b>	<b>\$4,305</b>	<b>\$0</b>
<b>Rate Funded Capital</b>	<b>\$0</b>	<b>\$1,650</b>	<b>\$4,810</b>	<b>\$4,700</b>	<b>\$5,470</b>	<b>\$5,500</b>

The ongoing replacement of assets is often included in determining the capital requirements of a utility. A standard benchmark for asset replacement is annual depreciation expense. Annual depreciation expense reflects the current investment in facilities being depreciated or “losing” its useful life. Therefore, this portion of facility investment needs to be replaced to maintain the existing level of infrastructure. It should be noted that in theory, annual depreciation expense reflects the value of the infrastructure investment on average, 15 years ago, assuming a 30-year useful life. It should be noted, that funding an amount equal to annual depreciation expense will likely be insufficient to replace the existing or depreciated facility simply due to price inflation. Therefore, whenever possible, the Agency should be funding capital projects from rates in an amount greater than annual depreciation expense. For reference, the FY 2021 annual depreciation expense was approximately \$3.2 million. As can be seen in Table 3 – 4, above, the Agency is at approximately \$1.7 million in FY 2024 and increases over the review period through FY 2028 reaching \$5.5 million. Over time, the Agency will need to continue to monitor the level of rate funded capital such that rates are set at a sufficient level to fund annual renewal and replacement needs (Fund 6 and Fund 10).

### 3.5 Projection of Debt Service

At the present time, the Agency has one outstanding debt obligation, the 2020 WWTP Revenue Bond with a total annual debt service of approximately \$2.4 million in FY 2023. This debt service increases over the review period and reaches almost \$3.0 million in FY 2027 which is the final payment and then the debt is retired. It is assumed that the Agency will need to issue additional long-term debt to fund capital improvement projects as noted in Tables 3 – 3 and 3 – 4. New issuances are projected to have an additional annual debt service of \$712,000 in FY 2025 and increase to \$3.0 million by FY 2028. In total, taking into account the existing and projected long-term debt issuances, the Agency’s annual debt service is approximately \$2.4 million in FY 2023 and increases to a high of \$5.7 million in FY 2027 before the existing debt is retired and in FY 2028 the debt service is \$3.0 million.

Generally, revenue bonds contain rate covenants requiring rates to be set at a level sufficient to meet a specified minimum debt service coverage (DSC) ratio. This is a financial measure of the utility's ability to repay the debt. In general, the DSC ratio is set at a level such that revenues less operating expenses will be between 1.00 and 1.25 times greater than the maximum annual debt service on the outstanding debt. Given a minimum DSC ratio, it is often prudent to plan or set rates at a level which exceeds this minimum. This allows for reduced revenues or increased costs in any given year and still be able to meet the legally required minimum DSC ratio. This should also strengthen the Agency's ability to issue long-term debt in the future, if necessary, since bond rating agencies would review the Agency's past financial strength and ability to repay the bonds.

The Agency's debt service coverage ratio projected for FY 2024 on its existing debt is less than 1.00. Rate increases are necessary in order to attain adequate debt service coverage for the Agency and based on the projected rate adjustments the DSC ratio is estimated to be above minimum target levels for the five-year rate setting period. It should be noted that HDR is not providing municipal advice as it relates to bonds, terms, or structures of debt issuance. Rather, the Study is simply identifying funding needs and estimating the annual debt service payments for rate setting purposes.

### **3.6 Summary of the Revenue Requirement**

Given the above projections of revenues and expenses, a summary of the revenue requirement for the Agency can be developed. In developing the final revenue requirement, consideration was given to the financial planning considerations of the Agency. In particular, emphasis was placed on attempting to minimize rates, yet still have adequate funds to support the operational activities and capital projects throughout the projected time period. The results presented in Table 3 - 5 allow the Agency to maximize annual capital improvements and minimize long-term rate impacts while funding a prudent level of capital through rates. Detailed analysis can be found in the Technical Appendices.

**Table 3 - 5**  
**Summary of the Revenue Requirement Analysis (\$000s)**

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>Revenues</b>						
Rate Revenues	\$12,835	\$12,899	\$12,963	\$13,028	\$13,093	\$13,159
Other Revenues	<u>4,580</u>	<u>4,847</u>	<u>4,953</u>	<u>5,092</u>	<u>5,239</u>	<u>5,400</u>
<b>Total Revenues</b>	<b>\$17,415</b>	<b>\$17,746</b>	<b>\$17,916</b>	<b>\$18,120</b>	<b>\$18,332</b>	<b>\$18,559</b>
<b>Expenses</b>						
Total O&M Expenses	\$18,085	\$18,825	\$19,538	\$20,231	\$20,928	\$21,723
Rate Funded Capital	0	1,650	4,810	4,700	5,470	5,500
Net Debt Service	650	683	1,430	3,029	3,495	3,005
Reserve Funding	<u>(1,320)</u>	<u>457</u>	<u>(856)</u>	<u>(90)</u>	<u>185</u>	<u>1,009</u>
<b>Total Expenses</b>	<b>\$17,415</b>	<b>\$21,615</b>	<b>\$24,923</b>	<b>\$27,871</b>	<b>\$30,078</b>	<b>\$31,237</b>
Bal. / (Def.) of Funds	\$0	(\$3,870)	(\$7,007)	(\$9,751)	(\$11,746)	(\$12,678)
Balance a % of Rate Adj. Req'd	0.0%	30.0%	54.1%	74.8%	89.7%	96.3%
<b>Proposed Rate Adjustment</b>	<b>0.0%</b>	<b>30.0%</b>	<b>18.5%</b>	<b>13.5%</b>	<b>8.5%</b>	<b>3.5%</b>
Add'l Revenue with Rate Adj.	\$0	\$3,870	\$7,007	\$9,751	\$11,746	\$12,678
Bal. / (Def.) After Rate Adj.	\$0	\$0	\$0	\$0	\$0	\$0

It is important to note the annual deficiencies in Table 3 – 5, above, under “Rate Revenue Bal. / (Def.)” and “% Rate Adjustment Required” are cumulative. That is, any adjustment in the initial years will reduce the needed deficiency in the following years. The results of the revenue requirement analysis indicate a deficiency of funds over the rate setting period. The deficiency ranges from approximately \$3.9 million in FY 2024 to \$12.7 million by FY 2028 which equates to a cumulative deficiency in FY 2028 of 96.3%. Based on the revenue requirement analysis developed, HDR recommends the Agency adjust utility rates beginning in FY 2024. It is recommended that annual adjustments of 30.0% in FY 2024, 18.5% in FY 2025, 13.5% in FY 2026, 8.5% in FY 2027, and 3.5% FY 2028 be implemented to adequately fund the operating and capital needs of the Agency and meet the Agency’s debt service coverage requirements.

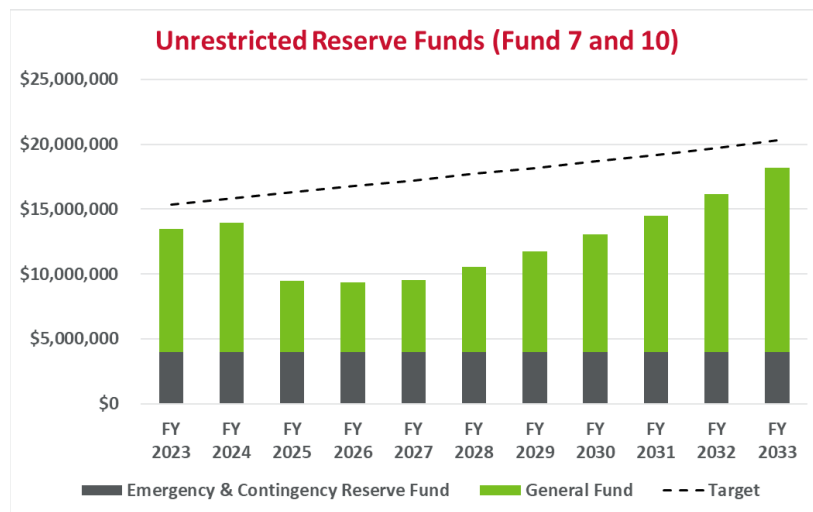
### 3.7 Summary of the Designated Reserve Funds

Reserves are an important part of a utility’s financial picture. There can be many different purposes for reserves. The Agency currently has four (4) designated reserve funds: the general fund (Fund 10), capital fund (Fund 2), RRU Fund (Fund 6), and emergency & contingency fund. As part of the utilization and maintenance of the reserve funds, it is important for the Agency to set a minimum or target balance for each reserve fund. When the fund balance reaches the minimum level, it is a signal for action on the Agency’s part. Table 3 – 6 shows a summary of each reserve fund, discusses the target minimum, and the purpose for the reserve.

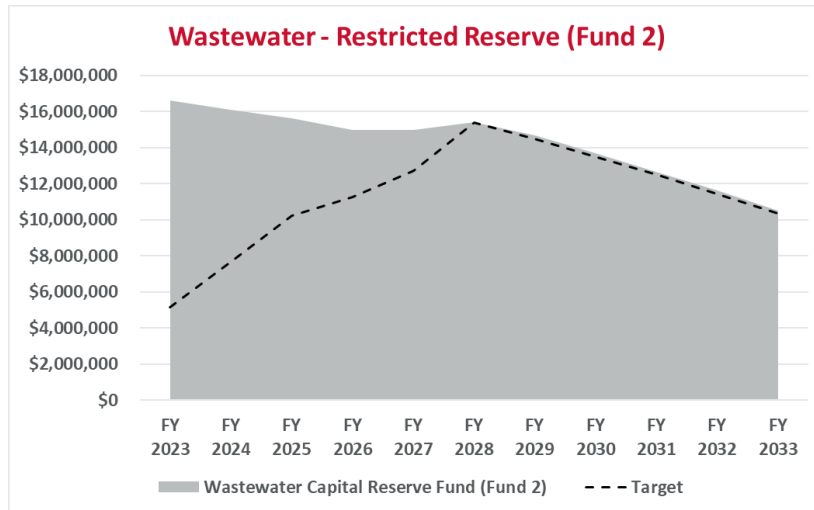
**Table 3 - 6**  
**Summary of the Reserve Fund Balances**

Fund	Minimum Balance	Purpose
<b>Operating</b>	60% of O&M + UAL; \$11.4 million in FY 2023	Cash flow and liquidity
<b>Capital Reserve (Fund 2)</b>	50% of the 5-year project total for Fund 2 capital; \$5.2 in FY 2023	Fund 2 capital projects; connection fee revenues and expenses
<b>Replace, Rehab, and Upgrade Reserve (Fund 6)</b>	50% of the 5-year project total for Fund 6 capital; \$28.1 in FY 2023	Fund 6 capital projects
<b>Emergency &amp; Contingency Reserve</b>	\$4.0 million	Additional funds in a catastrophic emergency or contingency for revenue loss / interruption

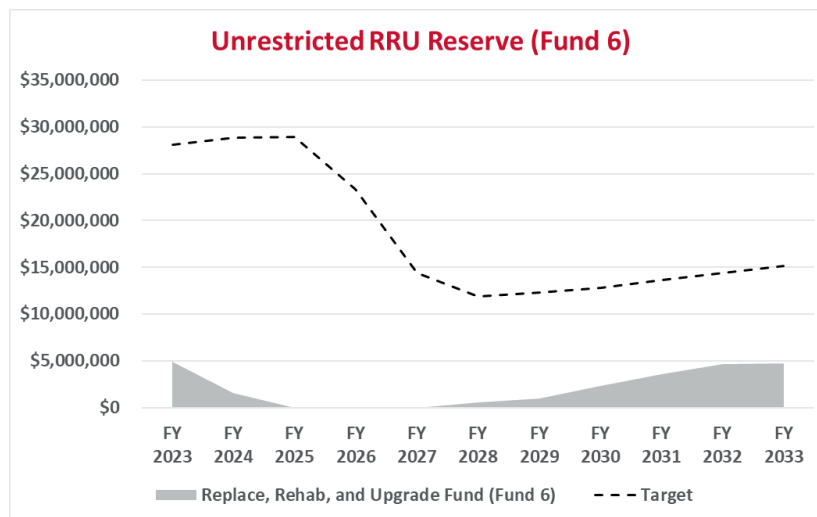
Provided in the graphs below is a summary of the reserve fund balances and the target ending fund balances. As a point of reference, the ending reserve balances are based on the implementation of the proposed rate revenue adjustments as outlined in Table 3 – 5.



As can be seen, even with the proposed rate revenue adjustments, Funds 7 and 10 do not meet the target reserve based on the revenues, expenses, and capital funding needs. Over time the reserves increase and are closer to target minimum reserve levels.



Fund 2, which is funded through annual connection fee revenues, and funds annual expansion related capital and debt service, does meet the target minimums based on the study projection of annual connection fees. It is important to note that the District is currently evaluating the level of the connection fee and changes in the fee may impact the reserve balance either positively or negatively.



As shown, the reserve funds are drawn down to fund annual capital as well as operating deficiencies. Over time as the proposed rate transition plan is implemented, the reserve fund balances begin to rebound and are enhanced towards the minimums.

### 3.8 Consultant’s Recommendations

Based upon the revenue requirement analysis, HDR recommends the Agency implement annual rate revenue adjustments of 30.0% in FY 2024, 18.5% in FY 2025, 13.5% in FY 2026, 8.5% in FY 2027, and 3.5% in FY 2028. The proposed adjustments would move the Agency to fully supporting the operations and capital needs over the review period.

## 4 Development of the Cost of Service

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In the previous section, the revenue requirement analysis focused on determining the appropriate level of revenue to be collected through rates. This section will discuss the development of the cost of service analysis for the Agency. A cost of service analysis is concerned with the allocation and distribution of the revenue requirement among the Agency's customers. The Agency has a rate schedule on a per EDU basis. Each customer is assigned an EDU, or a number of EDUs. Given that, the costs were allocated to the cost components, and then divided by the number of EDU's to develop the proposed rates for the member agencies. The revenue requirement for FY 2024 presented in Section 3 of this report is utilized in the cost of service analysis.

In recent years, increasing emphasis has been placed on cost of service studies by government agencies, customers, utility regulatory commissions, and other parties. This interest has been generated in part by continued inflationary trends, increased operating and capital expenditures, and concerns of proportionality in rates among customers. Following the generally-accepted guidelines and principles of a cost of service analysis will inherently lead to rates which are proportional, cost-based, and not viewed as arbitrary or capricious in nature.

### 4.1 Objectives of a Cost of Service Study

There are two primary objectives in conducting a cost of service study:

- Allocate the revenue requirement among the customer classes of service
- Derive average unit costs for subsequent rate designs

The objectives of a cost of service analysis are different from determining the revenue requirement. As noted in the previous section, a revenue requirement analysis determines the utility's overall financial needs, while the cost of service study determines the equitable and proportional manner in which to collect the revenue requirement.

The second rationale for conducting a cost of service analysis is to design the rates such that they properly reflect the costs incurred by the Agency. For example, the Agency incurs costs related to flow or total volume, the strength of the wastewater flow, and customer cost components. Each of these types of costs may be collected in a slightly different manner to allow for the development of a rate that collects costs in the same manner as they are incurred.

### 4.2 Determining the Customer Classes of Service

The first step in a cost of service study is to determine the customer classes of service. The Agency is a wastewater treatment service provider and provides service to area member agencies. As mentioned previously, for purposes of the Agency's cost of service analysis, costs are distributed to all customers on a per EDU basis.

## 4.3 General Cost of Service Procedures

A cost of service study utilizes a three-step approach to review costs. These were previously discussed in Section 2, and take the form of functionalization, allocation, and distribution. Provided below is a detailed discussion of the cost of service study conducted for the Agency, and the specific steps taken in the analysis.

### 4.3.1 Functionalization of Costs

The first analytical step in the cost of service process is functionalization. Functionalization is the arrangement of expenses and asset (facility) data by major operating functions within each utility. For example, pumping, treatment, collection, etc. Given that the Agency is primarily a treatment facility with a minimal conveyance system, the functionalization of the cost data was largely accomplished through the Agency's system of accounts.

### 4.3.2 Allocation of Costs

The second analytical task performed in a cost of service study is the allocation of the costs, that is the revenue requirement. Allocation determines why the expenses were incurred or what type of need is being met. The Agency's facility accounts and revenue requirement were reviewed and allocated on a per EDU basis as the Agency charges each customer based on the number of EDUs.

### 4.3.3 Development of Distribution Factors

Once the allocation process is complete, and the customer groups have been defined, the allocated costs were distributed to all customers. The Agency's allocated costs were distributed using the customer, or EDU, distribution factor. The Agency's rate schedule has various customer charges based on a per EDU proportion. This rate schedule is then utilized by the Agency to establish the annual bill for each customer and the bill is placed on the tax rolls to collect the revenue. All costs from the FY 2024 test year were distributed on the totally system EDUs.

Given the development of the distribution factors, the final step in the cost of service study is to distribute the allocated costs to the various customer classes of service.

#### Terminology of a Wastewater Cost of Service Analysis

**Functionalization** – The arrangement of the cost data by functional category (e.g. treatment, collection etc.).

**Allocation** – The assignment of functionalized costs to cost components (e.g., volume, strength, and customer related).

**Distribution** – Distributing the allocated costs based the proportional contribution to that specific cost component.

**Volume Costs** – Costs that are allocated as volume related vary with the total flow of wastewater (e.g., chemical use at the treatment facility).

**Strength Costs** – Costs allocated as strength related refer to the wastewater treatment function. Typically, strength-related costs are further defined as biochemical oxygen demand (BOD) and suspended solids (SS). Customers with higher wastewater strength characteristics cost more to treat. Facilities are often designed and sized around meeting these costs.

**Direct Assignment** – Costs that can be clearly identified as belonging to a specific member agency.



#### 4.4 Functionalization and Allocation of Operating Expenses

For the Agency’s Study, the revenue requirement for FY 2024 was functionalized, allocated, and distributed. As noted earlier, the Agency utilized a cash basis revenue requirement, which was comprised of operation and maintenance expenses, taxes and transfers, debt service, and capital improvements funded from rates. The Agency’s study is simplified as the wastewater system provides regional conveyance and treatment services and charges the member agencies on a per EDU basis. As such, the costs were all allocated as EDU costs. A more detailed review of the classification of revenue requirement can be found in the Technical Appendix, Exhibit 12. Table 4 – 1 below shows a summary of the cost of service allocation of the revenue requirement.

Table 4 – 1 Summary of the Allocation of the FY 2024 Revenue Requirement (\$000’s)						
Total	Volume	Nitrogen	BOD	SS	Customer (EDU)	Direct Assignment
\$16,768	\$0	\$0	\$0	\$0	\$16,768	\$0

#### 4.5 Major Assumptions of the Cost of Service Study

A number of key assumptions were used in the Agency’s cost of service study. Below is a brief discussion of the major assumptions used.

- The test period used for the cost of service analysis was FY 2024. The revenue and expense data was previously developed within the revenue requirement study.
- The revenue projections were based on the revenues collected from the member agencies, based on the current billing practices of the Agency
- A cash basis approach was utilized which conforms to generally accepted cost of service approaches and methodologies
- The allocation of the Agency’s facilities was developed based upon generally accepted cost allocation techniques and Agency specific data

#### 4.6 Summary of the Cost of Service Results

In summary, the cost of service analysis began by functionalizing the Agency’s operating expenses. The functionalized revenue requirement was then allocated into the appropriate cost component. The individual allocation totals were aggregated to determine the total cost associated with an EDU. A summary of the detailed cost responsibility is shown in Table 4 - 2.

Table 4 - 2 Summary of the Cost of Service Analysis (\$000s)				
	Present Rate Revenues	Distributed Costs	\$ Difference	% Difference
<b>Total</b>	\$12,899	\$16,768	(\$3,870)	30.0%

The results of the cost of service analysis reflect the overall proposed rate adjustment of 30.0% in FY 2024 on a per EDU basis.

#### **4.7 Consultant’s Conclusions and Recommendations**

As was presented in Table 4 - 2 based on the distribution of costs, it is recommended that the Agency implement the proposed rate adjustments to all customers based on the results of the cost of service on a cost per EDU basis.



## **5 Development of the Rate Design**

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The final step of the comprehensive rate study process is the design of wastewater rates to collect the desired levels of revenues, based on the results of the revenue requirement and cost of service analysis. In reviewing wastewater rate designs, consideration is given to the level of the rates and the structure of the rates.

### **5.1 Rate Design Criteria and Considerations**

Prudent rate administration dictates that several criteria must be considered when setting utility rates. Some of these rate design criteria are listed below:

- Rates which are easy to understand from the customer’s perspective
- Rates which are easy for the utility to administer
- Consideration of the customer’s ability to pay
- Continuity, over time, of the rate making philosophy
- Policy considerations (encourage conservation, economic development, etc.)
- Provide revenue stability from month to month and year to year
- Promote efficient allocation of the resource
- Equitable and non-discriminatory (cost-based)

Many contemporary rate practitioners and regulatory agencies feel the last consideration, cost-based rates, should be of paramount importance and provide the primary guidance to utilities on rate structure and policy as well as meet the intent of Proposition 218.

### **5.2 Development of Cost-Based Wastewater Rates**

As mentioned, developing cost-based and proportional rates is of paramount importance in developing proposed wastewater rates. While always a key consideration in developing rates, meeting the legal requirements, and documenting the steps taken to meet the requirements, has been in the forefront with the recent legal challenges in the State of California on utility rates and fees. Given this, the development of the Agency’s proposed wastewater rates have been developed to meet the legal requirements of California Constitution article XIII C, section 1

(Article XIII C). Article XIII C defines a tax to mean a levy, charge, or exaction of any kind imposed by a local government, except for levies, charges, or exactions that fall under one of seven express exemptions. Of particular relevance is the second exemption – charges imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.

In addition, Article XIII C requires the local government imposing the fee or charge to prove, with evidence, that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity. A fundamental part of this analysis, therefore, is to demonstrate that a fee or charge recovers sufficient revenue to provide the government service, is proportional to the burdens on the system placed by each payor, and generates revenue to be used for the purpose of providing such service.

HDR is of the opinion that the proposed wastewater rates meet the legal requirements of Article XIII C. HDR reaches this conclusion based upon the following:

- ✓ **The revenue derived from sewer rates does not exceed the funds required to provide the property related service (i.e., sewer service).** The proposed rates are designed to collect the overall revenue requirement of the Agency's sewer system.
- ✓ **The revenues derived from sewer rates shall not be used for any purpose other than that for which the fee or charge is imposed.** The revenues derived from the Agency's sewer rates are used exclusively to operate and maintain the Agency's sewer system.
- ✓ **The amount of a fee or charge imposed upon a parcel or person as an incident of property ownership shall not exceed the proportional costs of the service attributable to the parcel.** The cost of service analysis was specifically developed to focus on the issue of proportional assignment of costs. Since there is only one class of service, allocation of costs is simplified on an EDU basis. The proposed rates reflect the system requirements and costs to provide service on an EDU basis.

### 5.3 Review of the Overall Rate Adjustments

As indicated in the results of the revenue requirement analysis the recommendation is annual adjustments of 30.0% in FY 2024, 18.5 in FY 2025, 13.5% in FY 2026, 8.5% in FY 2027, and 3.5% in FY 2028. The results of the cost of service analysis also showed that the Agency's current rate structure on an EDU basis is cost-based and proportional. The next section will discuss the proposed rate based on the Agency's cost structure and reflects the cost of service analysis.

### 5.4 Present and Proposed Wastewater Rates

The Agency establishes its rates annually on a per EDU basis whereby total wastewater revenue requirements are divided by system EDUs to establish the rate. The Agency then charges its rates to the customers per EDU on an annual basis on the property tax rolls. The Agency currently has

two rate schedules, one for the taxable area and one for the non-taxable area. These areas represent where the Agency receives property tax revenue. In discussion with the Agency and Board, for a variety of reasons, including simplifying the rate approach, minimal non-taxable customers, and administrative ease, it was determined that a single rate structure would be proposed and there would not be a taxable and non-taxable rate schedule. Table 5 - 1 provides a summary of the present (taxable area) and proposed EDU charge (all customers).

**Table 5 - 1  
Present and Proposed Sewer Rates**

Sewer Service	TTSA Code	Units	Present	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
			Rates					
Beauty/Barber Shop	A	# of service chairs	\$138.36	\$179.96	\$213.42	\$242.36	\$263.16	\$272.20
Commercial Establishments (unless otherwise noted)	B	# of fixture units	39.24	51.04	60.53	68.73	74.63	77.20
Dump Station	D	# of stations	306.00	398.00	472.00	536.00	582.00	602.00
Restaurant or Bar	F	# of seats inside	30.00	39.02	46.27	52.55	57.06	59.02
	Z	# of seats outside	10.80	14.05	16.66	18.92	20.54	21.25
	Z	# of seats banquet	10.80	14.05	16.66	18.92	20.54	21.25
Grocery	G	# of fixture units	60.60	78.82	93.47	106.15	115.26	119.22
Industrial User	I	as calculated pursuant to Table A-2	306.00	398.00	472.00	536.00	582.00	602.00
Car Washes	J	# of bays, Automatic	459.00	597.00	708.00	804.00	873.00	903.00
		# of bays, Automatic - Recycled	367.20	477.60	566.40	643.20	698.40	722.40
		# of bays, Self-Serve	306.00	398.00	472.00	536.00	582.00	602.00
		# of bays, Self-Serve - Recycled	244.80	318.40	377.60	428.80	465.60	481.60
Campsite with Sewer Connection	K	# of sites	164.16	213.52	253.21	287.55	312.23	322.96
Laundromat	L	# of washing machines	163.32	212.42	251.92	286.08	310.63	321.30
Motel or Hotel Unit	M	# of units	153.00	199.00	236.00	268.00	291.00	301.00
Motel or Hotel Unit with Kitchen	N	# of units	201.96	262.68	311.52	353.76	384.12	397.32
Swimming Pool or Spa	P	# of P units, see table A-1	5.64	7.34	8.70	9.88	10.73	11.10
Campsite without Sewer Connection	Q	# of sites	138.84	180.58	214.16	243.20	264.07	273.14
Residential Unit	R	# of dwelling units	306.00	398.00	472.00	536.00	582.00	602.00
Other	S	As Determined by General Manager	5.64	7.34	8.70	9.88	10.73	11.10
Assembly Hall	T	# of seats	2.28	2.97	3.52	3.99	4.34	4.49
Public Schools	---	Per 1,000 gallons		3.67	4.35	4.94	5.36	5.55

It was determined that the current rate design was appropriate at this time for several reasons. First, the Agency incurs the majority of its costs on a fixed basis. The Agency serves an area that has fairly low residential occupancy with periods of high tourist-based occupancy. This results in higher seasonal flows and treatment capacity needs.

## **5.5 Summary of the Sewer Rate Study**

This completes the analysis for the Agency's wastewater utility rates. It is recommended that annual revenue adjustments are implemented of 30.0% in FY 2024, 18.5% in FY 2025, 13.5% in FY 2026, 8.5% in FY 2027, and 3.5% in FY 2028 to adequately fund the Agency's operating and capital costs. The rate structure suggested is consistent with the cost of service analysis and reflects the actual cost to serve each of the member agencies, the Agency's cost structure, and the occupancy characteristics of the Agency's service area.



## Technical Appendix

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**March XX, 2023**  
**NOTICE OF PUBLIC HEARING**  
**TAHOE-TRUCKEE SANITATION AGENCY**  
PROPOSITION 218 NOTICE TO PROPERTY OWNERS  
OF PROPOSED SEWER RATES **2024-2028**



 **About T-TSA**

During the 1960's and 1970's biologists began to recognize that the water quality of Lake Tahoe and the Truckee River was deteriorating. Spurred on by public interest and the concerns of both California and Nevada governmental agencies, the California Legislature enacted the Porter Cologne Water Quality Control Act. One of the mandates of the Act required that all wastewater in the Lake Tahoe Basin be exported for treatment; on May 1, 1972, the Tahoe Truckee Sanitation Agency (T-TSA) was formed to meet this new mandate.

T-TSA's specific mandate is the planning, administering, and coordinating of wastewater treatment and disposal services throughout the north and west shores of Lake Tahoe, the Truckee River corridor (including the communities of Alpine Meadows and Olympic Valley), and Truckee to protect public health and the environment.

The Agency embarked on a program to plan, design, and construct a regional system to accomplish its mandate. The treated wastewater was to be discharged in such a manner as to retain the integrity of ground and surface waters, while ensuring the quantity of water downstream was not diminished. To realize these goals, the Agency constructed:

- Approximately seventeen miles of interceptor pipeline (Tahoe City to the water reclamation plant site, located three miles east of Truckee in the Martis Valley);
- A 4.83 million gallon per day (MGD) advanced wastewater treatment plant; and
- A disposal system consisting of approximately 78,000 feet of underground perforated piping.

The facility began treating wastewater in February 1978 at an original project cost of \$32 million.

Within months of startup, wastewater flows reached 80 percent of the plant's 4.83 MGD capacity. In response, T-TSA initiated efforts to expand the capacity of the treatment facilities to 7.4 MGD.

The expanded water reclamation facilities began operation in 1982 at a cost of \$10 million. By late 1997 the facility was again approaching 80 percent of its design capacity. In response T-TSA initiated an expansion project designed to increase overall plant capacity to 9.6 MGD. The new facilities began operation in 2008 at a total program cost of \$75 million.

In March of 2019, with the infrastructure nearing 50 years of age, the Agency initiated a Master Sewer Plan. The goal was to produce a comprehensive document that would guide the Agency over the next 25 years, identifying needed rehabilitation, upgrades, and expansion. The Plan, which was accepted by the T-TSA Board in February of 2022, identified fifty-four projects with an estimated total cost of \$143 million.

 **Why the Proposed Rate Changes**

T-TSA is committed to fiscal responsibility through sound and prudent financial stewardship. As part of this commitment, T-TSA retained an independent rate consultant, HDR Engineering Inc., to perform a 10-year comprehensive sewer rate study (2022 Sewer Rate Study). The purpose of this study was to evaluate the adequacy of the Agency's current rates, which haven't changed since 2011, and make recommendation for changes, if needed, to meet reserve policy objectives given projected Agency Operation and Maintenance expenses (O&M), as well as Capital Improvement costs based on the Master Sewer Plan and IT Scada Master Plan. The Sewer Rate Study, which was accepted by the T-TSA Board of Directors in March 2023, is available on the T-TSA website at <https://www.ttsa.ca.gov>

The 2022 Sewer Rate Study concluded that due to inflation and shrinking reserves, a rate increase is necessary. The Study recommended annual rate adjustments over the next 10 years to meet anticipated O&M expenses and capital improvements costs. By raising rates, T-TSA will continue to reliably serve the public in accordance

*(continued on next page)*





with the mandate entrusted to the Agency since 1972. To comply with California Proposition 218, the new rate structure is divided into two (2), five-year phases. This notice is associated with the first five-year rate adjustment.

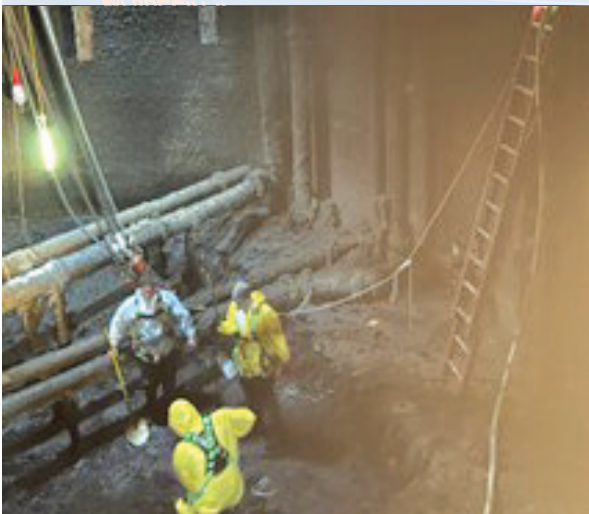
The complete Master Sewer Plan, IT Scada Master Plan, and 2022 Sewer Rate Study can be found on our website, <https://www.ttsa.ca.gov> under the Transparency tab.



*"Truckee River Interceptor"*



*"Sludge Dewatering Centrifuge"*



*"Digester Cleaning Project"*

## How Do I Protest The Proposed Rates?

Any property owner whose property will be subject to the proposed rates, may submit a written protest and/or come to the public hearing and provide verbal testimony. Protests must be in writing to be counted and only one protest will be counted per identified parcel. If a majority of property owners currently receiving sewer service file valid written protests by the end of the public hearing on May 17, 2023, the corresponding sewer rates will not be approved. All protests must:

1. Be in writing and received by the Agency Clerk before the close of the public hearing on May 17, 2023, beginning at 9am.
  - a) Written protests must be mailed or personally delivered to:  
T-TSA Agency Board Clerk  
13720 Butterfield Drive, Truckee, CA 96161
  - b) Email or facsimile protests will not be accepted
  - c) Protests will not be accepted after the closure of the public hearing
  - d) A form is included with this notice
2. Specifically identify what you are protesting.
3. Identify the affected parcel by the service address and or Assessor's Parcel Number (APN).
4. Include the name and original (wet) signature of the property owner of the service address. If the party signing or presenting the protest is not shown as the parcel owner on the last equalized assessment roll of Placer County, Nevada County, or El Dorado County the protest must contain, or be accompanied by, written evidence that such party is the owner or the tenant.

At the Public Hearing, the T-TSA Board will accept verbal and written testimony, as well as written protests, regarding the proposed rates.

Per California Senate Bill 323, plaintiffs must bring a challenge to new or increased water or sewer rates within 120 days of the effective date or date of final passage, adoption, or approval of the ordinance or resolution adopting the water or sewer rate.

**THE FOLLOWING RATES REPRESENT  
THE MAXIMUM SEWER RATES THAT CAN BE CHARGED**

**Proposed Sewer Rate Schedule**

<b>Monthly Charge</b>	<b>Current</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Residential	\$25.50	\$33.17	\$39.33	\$44.67	\$48.50	\$50.17

**Proposed Sewer Rate Schedule - Annual Fee**

<b>Service Type</b>	<b>Code</b>	<b>Unit Type</b>	<b>Current</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Beauty/Barber Shop	A	# of service chairs	\$138.36	\$179.96	\$213.42	\$242.36	\$263.16	\$272.20
Commercial Establishments (unless otherwise noted)	B	# of fixture chairs	\$39.24	\$51.04	\$60.53	\$68.73	\$74.63	\$77.20
Dump Station	D	# of stations	\$306.00	\$398.00	\$472.00	\$536.00	\$582.00	\$602.00
Restaurant or Bar	F	# of seats inside	\$30.00	\$39.02	\$46.27	\$52.55	\$57.06	\$59.02
	Z	# of seats outside	\$10.80	\$14.05	\$16.66	\$18.92	\$20.54	\$21.25
	Z	# of seats banquet	\$10.80	\$14.05	\$16.66	\$18.92	\$20.54	\$21.25
Grocery	G	# of fixture units	\$60.60	\$78.82	\$93.47	\$106.15	\$115.26	\$119.22
Industrial User	I	as calculated pursuant to Table A-2	\$306.00	\$398.00	\$472.00	\$536.00	\$582.00	\$602.00
Car Washes	J	# of bays, automatic	\$459.00	\$597.00	\$708.00	\$804.00	\$873.00	\$903.00
		# of bays, automatic- recycled	\$367.20	\$477.60	\$566.40	\$643.20	\$698.40	\$722.40
		# of bays, self-service	\$306.00	\$398.00	\$472.00	\$536.00	\$582.00	\$602.00
		# of bays, self-service recycled	\$244.80	\$318.40	\$377.60	\$428.80	\$465.60	\$481.60
Campsite with Sewer Connection	K	# of sites	\$164.16	\$213.52	\$253.21	\$287.55	\$312.23	\$322.96
Laundromat	L	# of washing machines	\$163.32	\$212.42	\$251.92	\$286.08	\$310.63	\$321.30
Motel or Hotel Unit	M	# of units	\$153.00	\$199.00	\$236.00	\$268.00	\$291.00	\$301.00
Motel or Hotel Unit with Kitchen	N	# of units	\$201.96	\$262.68	\$311.52	\$353.76	\$384.12	\$397.32
Swimming Pool or Spa	P	# of P units, see Table A-1	\$5.64	\$7.34	\$8.70	\$9.88	\$10.73	\$11.10
Campsite without Sewer Connection	Q	# of sites	\$138.84	\$180.58	\$214.16	\$243.20	\$264.07	\$273.14
Residential Unit	R	# of dwelling suits	\$306.00	\$398.00	\$472.00	\$536.00	\$582.00	\$602.00
Other	S	As determined by General Manager	\$5.64	\$7.34	\$8.70	\$9.88	\$10.73	\$11.10
Assembly Hall	T	# of seats	\$2.28	\$2.97	\$3.52	\$3.99	\$4.34	\$4.49
Public Schools	—	per 1,000 gallons	—	\$3.67	\$4.35	\$4.94	\$5.36	\$5.55

All rate schedules will be available for review on our website. Current rates are also available for review online at <https://www.ttsa.ca.gov> in our Ordinance 2-2015. Please contact us with any questions related specifically to your Residential or Commercial property.



Tahoe-Truckee  
Sanitation Agency  
13720 Butterfield Dr.  
Truckee, CA 96161



## TAHOE-TRUCKEE SANITATION AGENCY

### Proposition 218 Notice to Property Owners of Proposed Sewer Rates and a Public Hearing

The Tahoe-Truckee Sanitation Agency Board of Directors is providing notice of proposed sewer rate increases and invites the public to attend a Public Hearing to consider adoption of a 5-year schedule of maximum sewer rates. The hearing will be held on:

- DATE:** Wednesday, May 17, 2023
- TIME:** 9:00 AM
- LOCATION:** T-TSA Board Room,  
13720 Butterfield Dr., Truckee, CA 96161

The purpose of the Public Hearing is to consider verbal or written testimony and written protests of the proposed rates. This notice is provided to all property owners who currently receive these services provided by T-TSA. All interested property owners are invited to appear at the time and place specified to give verbal or written testimony, as well as written protests, regarding the proposed rates. If adopted, new rates will go into effect on July 1, 2023. The proposed rates are shown in more detail under the caption Proposed Rate Schedules.

----- ✂  
Written protest must be mailed in an envelope or delivered to: 13720 Butterfield Dr. Truckee, CA 96161.

I \_\_\_\_\_ oppose the proposed rate increases.  
(PRINT NAME)

Assessor's Parcel Number or Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Submission of this form constitutes a written protest.





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Item:** V-3  
**Subject:** Approval to solicit bids for the 2023 Roof Repair Project.

---

### Background

The 2023 Roof Repair project builds on the recent projects of 2018, 2019, and 2022. These projects entail repairing roof areas that have reached the end of their life cycles and need to be replaced. The focus of this phase, as shown in the accompanying plans, is to rehabilitate sections of roofing over the following facilities:

- Building No. 2, AWT Lower Roof (pipe gallery)
- Building No. 2, AWT Upper Roof (main roof)

The construction work contemplated would be performed by a general contractor with field work slated to occur between June 26, 2023 and September 15, 2023.

### Fiscal Impact

The engineer's estimate for this project is \$1,200,000. Accordingly, it is requested that \$1,200,000 of the \$2,514,000 roof budget that had been allocated and approved for Fiscal Year 26-27 be shifted forward to Fiscal Year 23-24 to fund the work.


### Attachments


2023 Roof Repair project contract drawings.

### Recommendation

Management and staff recommend approval to solicit bids for the 2023 Roof Repair project.

### Review Tracking

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
Richard Pallante  
General Manager

# TAHOE-TRUCKEE SANITATION AGENCY



## REGIONAL WATER RECLAMATION PLANT

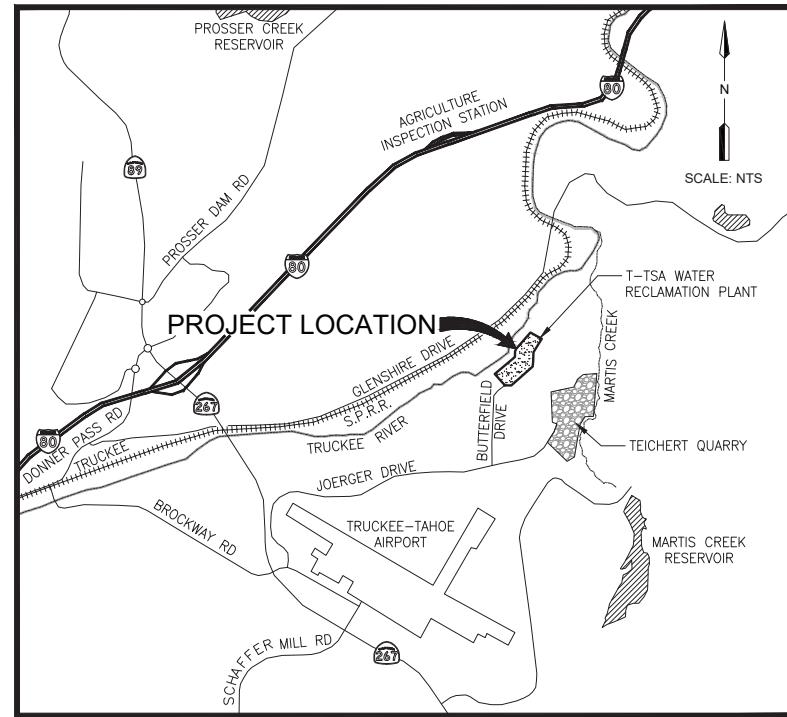
### 2023 ROOF REPAIR PROJECT

**MARCH 2023**

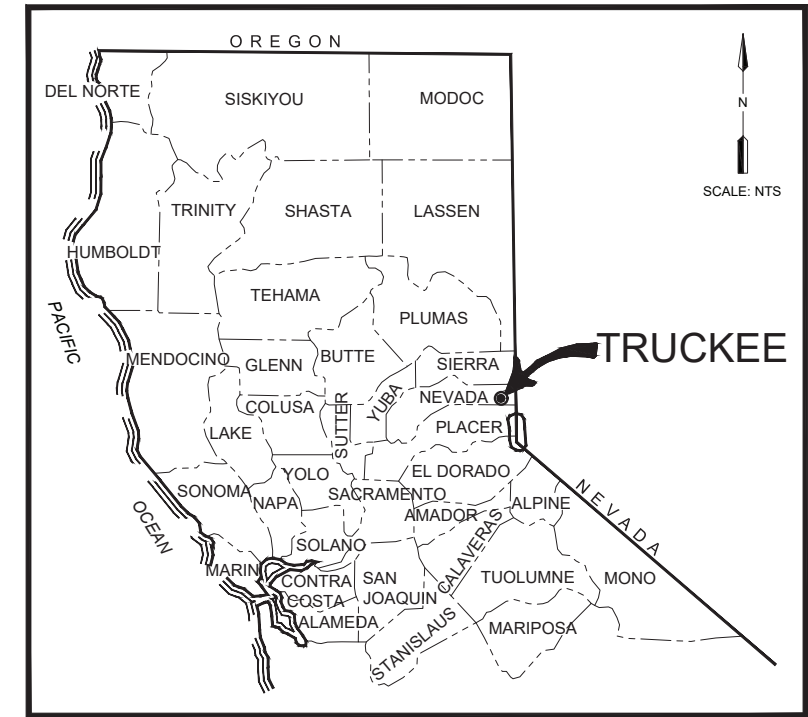
#### BOARD OF DIRECTORS

PRESIDENT	DAN WILKINS
VICE PRESIDENT	BLAKE TRESAN
DIRECTOR	DALE COX
DIRECTOR	SCOTT WILSON
DIRECTOR	DAVE SMELSER

APPROVED: \_\_\_\_\_  
 GENERAL MANAGER  
 RICHARD PALLANTE



**LOCATION MAP**



**VICINITY MAP**

T:\Engineering\Projects\2023\_Roof Repair\Project\_Proposed\Design Phase\Drawings\01\_G-1.dwg 3/7/2023 15:52



Tahoe-Truckee Sanitation Agency  
 13720 Butterfield Drive  
 Truckee, California 96161  
 (530) 587-2525



03/07/2023

**2023 ROOF REPAIR PROJECT**  
 GENERAL  
**COVER SHEET,  
 LOCATION MAP, AND VICINITY MAP**

VERIFY SCALE  
 BAR IS ONE INCH ON ORIGINAL DRAWING  
 0 1"  
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

NO.	REVISIONS	APPROVED BY	DATE	SHEET	1 OF 6
				DATE	MARCH 2023
DESIGNED BY:	TWS	DRAWN BY:	TWS	CHECKED BY:	APC/JAP
				APPROVED BY:	RMP

**SHEET INDEX**


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<b>GENERAL</b>		
1	G-001	COVER SHEET, LOCATION MAP, AND VICINITY MAP
2	G-002	SHEET INDEX, ABBREVIATIONS, LEGENDS, AND NOTES
3	G-003	SITE MAP
<b>ARCHITECTURAL</b>		
4	2-A-141	BUILDING NO. 2 ROOF RESTORATION
<b>DETAILS</b>		
5	D-401	ROOF DETAILS I
6	D-402	ROOF DETAILS II

**ABBREVIATIONS**

AWT	ADVANCED WASTE TREATMENT	GALV	GALVANIZED
APVD	APPROVED	HGT	HEIGHT
BLDG	BUILDING	HM	HOLLOW METAL
BNR	BIOLOGICAL NITROGEN REMOVAL	MATL	MATERIAL
CHK	CHECKED	MO	MASONRY OPENING
CLR	CLEAR	NO.	NUMBER
CMU	CONCRETE MASONRY UNIT	NTS	NOT TO SCALE
CONC	CONCRETE	O&M	OPERATIONS AND MAINTENANCE
DR	DRAWN	OC	ON CENTER
DWG	DRAWING	PROJ	PROJECT
EL	ELEVATION	RO	ROUGH OPENING
EQ	EQUAL	STND	STANDARD
EW	EACH WAY	THCK	THICK
EXIST	EXISTING	TYP	TYPICAL
FG	FINISHED GRADE		

**DESIGN / DETAIL DESIGNATION**

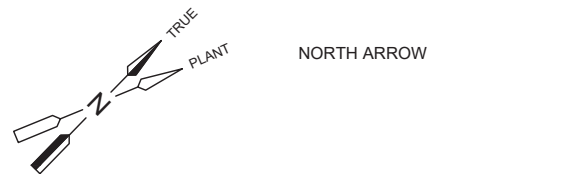
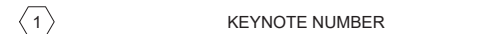
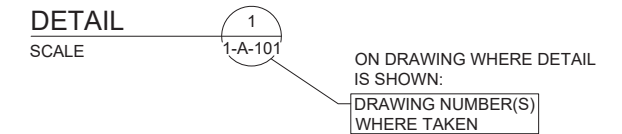
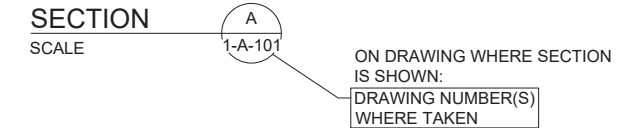
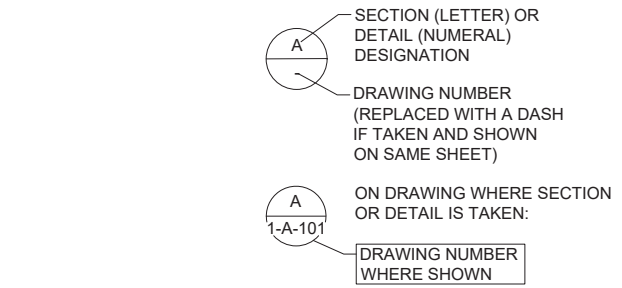
DESIGN DETAIL DESIGNATION (NUMERAL) SHOWN ON DESIGN DETAIL DRAWING(S)






**NOTES:**

- ALL DESIGN DETAILS ARE TYPICAL AND MUST BE USED IF DESIGN DETAIL DESIGNATION IS NOT SHOWN.
- THE TERM STANDARD DETAIL, OR A FORM OF IT, IS SYNONYMOUS WITH DESIGN DETAIL. THE DESIGN DETAILS REPRESENT THE CHARACTER AND NATURE OF THE WORK REQUIRED THROUGHOUT THE PROJECT. ALL ASSOCIATED WORK SHALL BE IN ACCORDANCE WITH THE DESIGN DETAILS AND CONTRACT DOCUMENTS SHOWN WHETHER THE DETAILS ARE SPECIFICALLY REFERENCED OR NOT.

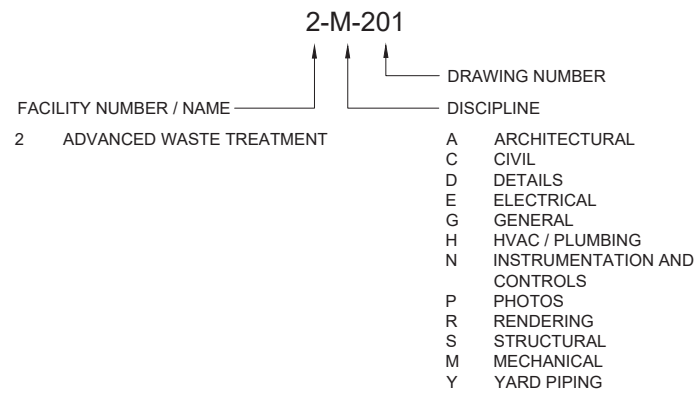
**SECTION / DETAIL DESIGNATIONS**



**LEGEND**

	ROOF AREA TO BE REPLACED
	ADJACENT ROOF OR EXISTING AREA NOT PART OF REPAIR PROJECT
	INSTALL ROOF WALKWAY PADS

**DRAWING NUMBER DESIGNATION**



**GENERAL NOTES**

- EXISTING ROOFING, EQUIPMENT, AND FACILITIES ARE SHOWN SCREENED AND/OR LIGHT LINED. NEW ROOFING, EQUIPMENT, AND STRUCTURES ARE SHOWN HEAVY-LINED.
- THIS IS A STANDARD LEGEND SHEET AND SOME SYMBOLS MAY APPEAR ON THIS SHEET AND NOT BE USED ON THE PLANS.
- EXISTING STRUCTURES AND OTHER CONDITIONS MAY NOT BE COMPLETELY OR ACCURATELY REPRESENTED AND MAY VARY FROM THOSE SHOWN ON THE DRAWINGS.
- PRIOR TO COMMENCING WITH CONSTRUCTION, CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS, AND ADJUST WORK ACCORDINGLY, SUCH THAT THE PROGRESS OF THE WORK IS NOT DELAYED.
- PRIOR TO SUBMITTING SHOP DRAWINGS, CONTRACTOR SHALL FIELD VERIFY MEASUREMENTS OF ALL EXISTING ROOF APPURTENANCES.
- AGENCY ROOF ACCESS HATCHES SHALL ONLY BE USED FOR WORKER ACCESS. AGENCY ROOF ACCESS HATCHES SHALL NOT BE USED TO TRANSPORT EQUIPMENT AND MATERIALS ONTO THE ROOF.
- EXISTING ROOF MEMBRANES ADJACENT TO THE WORK AREA SHALL BE PROTECTED FROM DAMAGE.
- PRIOR TO STARTING WORK, CONTRACTOR SHALL SUBMIT A ROOF ACCESS PLAN TO THE AGENCY.
- CONTRACTOR AND AGENCY SHALL INSPECT THE ROOF AREA AND SURROUNDING AREA PRIOR TO STARTING WORK, AND AFTER COMPLETION OF WORK TO CONFIRM ROOF IS NOT DAMAGED BY CONTRACTOR DURING CONSTRUCTION.
- CONTRACTOR SHALL PERFORM WORK PER THE MANUFACTURERS' DETAILS EVEN IF NOT SPECIFICALLY REFERENCED IN PLAN SHEETS.
- CONTRACTOR SHALL SUPPLY ADDITIONAL MANUFACTURER SUPPORTED MATERIAL AS NEEDED TO ELEVATE ROOF VENTS AND APPURTENANCES AS A RESULT OF PROPOSED ROOF THICKNESS DIFFERING FROM EXISTING ROOF THICKNESS.
- CONTRACTOR SHALL INSTALL REQUIRED ROOFING MATERIAL TO DRAIN WATER TO EXISTING ROOF DRAINS.
- CONTRACTOR SHALL RETROFIT ROOF VENTS, HATCHES, DRAINS, ETC. TO NEW ROOF ELEVATION AS NECESSARY. PRIOR TO PLACEMENT OF VENTS, NOTIFY AGENCY TWO WORKING DAYS IN ADVANCE. AGENCY STAFF SHALL BE PRESENT DURING REMOVAL AND REINSTALLATION OF VENTS.

**CONCRETE SUBSTRATE NOTES**

- LIGHTWEIGHT CONCRETE USED FOR CONCRETE SUBSTRATE IN THE ROOF RECONSTRUCTION SHALL BE DESIGNED AND PRODUCED TO ACHIEVE A MINIMUM COMPRESSIVE STRENGTH OF 225 PSI AT 28 DAYS.
- MIX DESIGN SHALL BE STAMPED AND SEALED BY A CALIFORNIA REGISTERED PROFESSIONAL CIVIL ENGINEER.
- MIX DESIGN SHALL BE SUBMITTED TO THE AGENCY FOR REVIEW AND APPROVAL PRIOR TO THE PLACEMENT OF ANY CONCRETE.
- LIGHTWEIGHT CONCRETE SHALL BE FREE OF VOIDS, CRACKS, HONEYCOMBS, AND OTHER DEFECTS THAT MAY HAVE ADVERSE EFFECTS TO ITS STRUCTURAL INTEGRITY.
- LIGHTWEIGHT CONCRETE SHALL BE CURED IN A WAY THAT ENSURES ATTAINMENT OF FULL STRENGTH DURABILITY.
- LIGHTWEIGHT CONCRETE SHALL BE CELLULAR OR PERLITE. AGGREGATES USED SHALL BE FREE FROM FOREIGN MATTER AND CLEAN.
- WATER USED SHALL BE CLEAN AND FREE OF HARMFUL SUBSTANCES.
- CEMENT SHALL ADHERE TO ASTM C150, TYPE I OR II.
- ADMIXTURES SHALL ADHERE TO ASTM C494 AND SHALL BE APPROVED IN WRITING BY THE ENGINEER.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING CONCRETE IS PRODUCED, PLACED, AND FINISHED ACCORDING TO THESE SPECIFICATIONS.
- CONTRACTOR SHALL PERFORM STRENGTH TESTING ON LIGHTWEIGHT CONCRETE AND PROVIDE SAID RESULTS TO THE ENGINEER.
- CONTRACTOR SHALL PROVIDE ADEQUATE ACCESS TO THE ENGINEER AND/OR AGENCY'S REPRESENTATIVE FOR INSPECTION OF LIGHTWEIGHT CONCRETE. THE CONTRACTOR SHALL PERFORM REPAIRS OR REPLACEMENTS AS NECESSARY TO ELIMINATE DEFECTS NOTED DURING INSPECTION AND TESTING.
- NEW ROOFING SYSTEM SHALL BE PLACED ON NEW CONCRETE A MINIMUM OF 2 DAYS AFTER CONCRETE HAS BEEN PLACED.
- REVIEW AREAS OF CONCRETE SUBSTRATE REPLACEMENT WITH AGENCY. LOCATIONS OF CONCRETE SUBSTRATE REPLACEMENT SHALL BE AGREED UPON BY AGENCY AND CONTRACTOR PRIOR TO REMOVAL OF ANY CONCRETE SUBSTRATE.



Tahoe-Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, California 96161  
(530) 587-2525



03/07/2023

**2023 ROOF REPAIR PROJECT**

GENERAL

**SHEET INDEX, ABBREVIATIONS, LEGENDS, AND NOTES**

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING  
0 1"  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

NO.	REVISIONS	APPROVED BY	DATE	SHEET	2 OF 6
				DWG NO.	G-002
				DATE	MARCH 2023
DESIGNED BY:	TWS	DRAWN BY:	TWS	CHECKED BY:	APC/JAP
				APPROVED BY:	RMP



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**LEGEND**

CONTRACTOR STAGING AREAS



REQUIRED ROOFING CONSTRUCTION



SITE ACCESS ROUTE



**NOTES:**

1. CONTRACTOR SHALL MAINTAIN AGENCY ACCESS TO ALL FACILITIES AND SHALL CONFIRM WITH THE AGENCY ACCEPTABLE STAGING AND PARKING AREAS PRIOR TO CONSTRUCTION. AT NO TIME SHALL THE CONTRACTOR RESTRICT ACCESS TO A FACILITY WITHOUT PRIOR COORDINATION AND CONSENT BY THE AGENCY.
2. CONTRACTOR SHALL KEEP TO PRIMARY ACCESS ROUTE FOR CONSTRUCTION. IF CONTRACTOR REQUIRES ALTERNATIVE ACCESS, CONTRACTOR SHALL REQUEST PRIOR APPROVAL BY AGENCY.
3. PRIOR TO SETUP OF CONSTRUCTION TRAILER, CONTRACTOR SHALL REQUEST APPROVAL OF TRAILER LOCATION ALONG WITH LONG TERM MATERIAL STORAGE LOCATIONS.



Tahoe-Truckee Sanitation Agency  
 13720 Butterfield Drive  
 Truckee, California 96161  
 (530) 587-2525



03/07/2023

**2023 ROOF REPAIR PROJECT**

GENERAL

**SITE MAP**

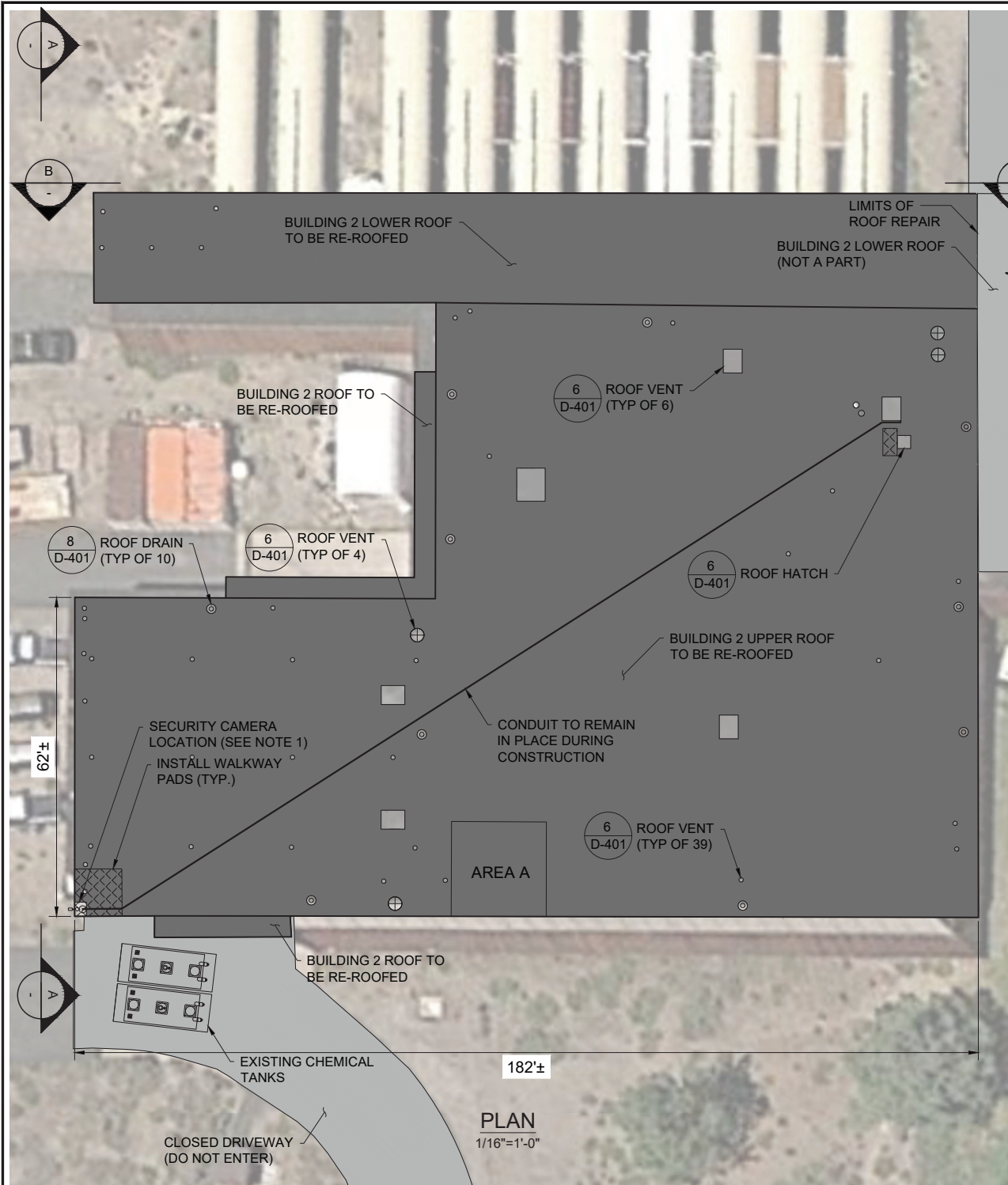
VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING  
 0 1"  
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

NO.	REVISIONS	APPROVED BY	DATE	SHEET	3 OF 6
				DWG NO.	G-003
DESIGNED BY: TWS	DRAWN BY: TWS	CHECKED BY: APC/JAP	APPROVED BY: RMP	DATE	MARCH 2023

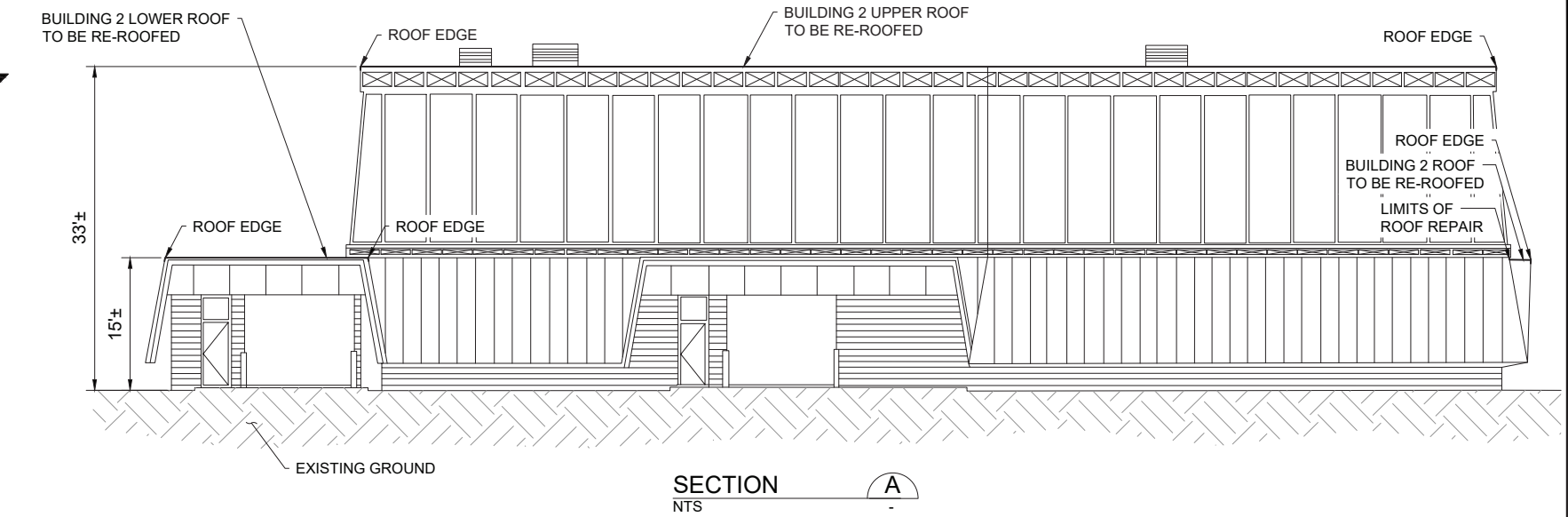
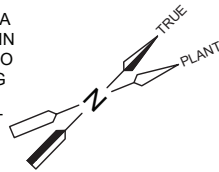


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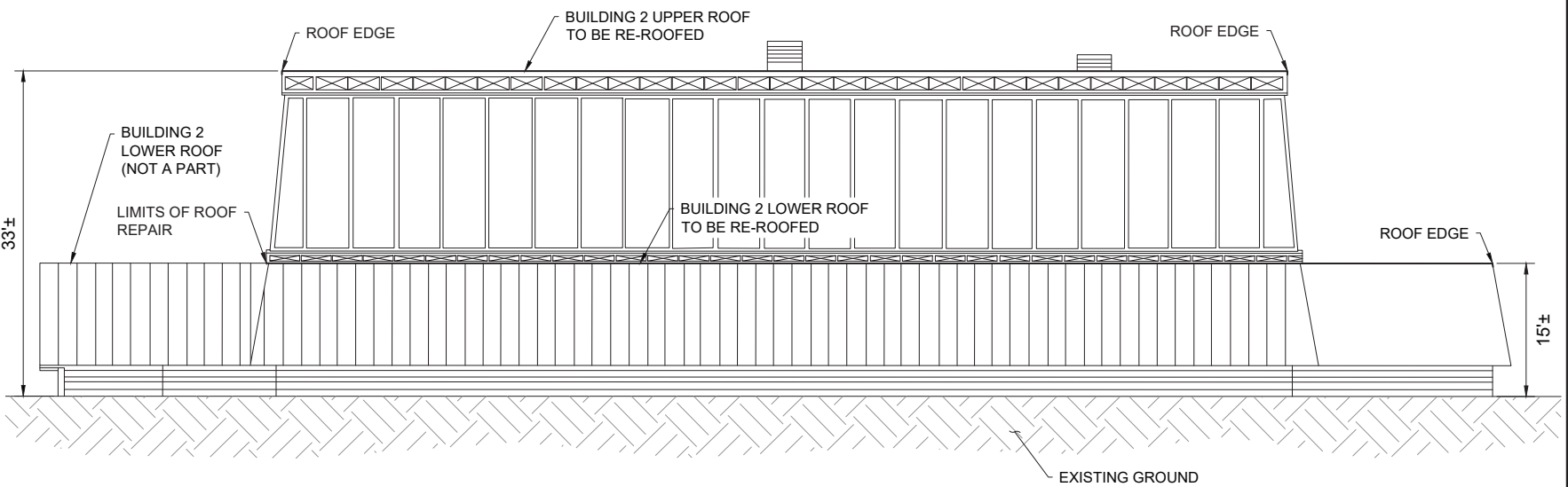


**NOTES**

1. PRIOR TO COMMENCEMENT OF WORK, T-TSA WILL RELOCATE SECURITY CAMERA (LOCATION SHOWN ABOVE) TO "AREA A" TO ALLOW THE CONTRACTOR TO PERFORM WORK IN THE VICINITY OF THE CAMERA. UPON COMPLETION OF WORK IN EXISTING VICINITY OF SECURITY CAMERA, CONTRACTOR SHALL ALLOW THE AGENCY UP TO TWO (2) WORKING DAYS TO MOVE THE CAMERA FROM "AREA A" BACK TO THE CAMERA LOCATION AND ENSURE IT IS WORKING PROPERLY. DURING ALL PHASES OF CONSTRUCTION, CONTRACTOR SHALL PROTECT THE CAMERA IN PLACE ALONG WITH ALL CONDUITS, WIRES, AND RELATED APPURTENANCES. THE CONTRACTOR SHALL MAKE THE CAMERA AVAILABLE TO THE AGENCY AT ALL TIMES.



**SECTION A**  
NTS



**SECTION B**  
NTS



Tahoe-Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, California 96161  
(530) 587-2525



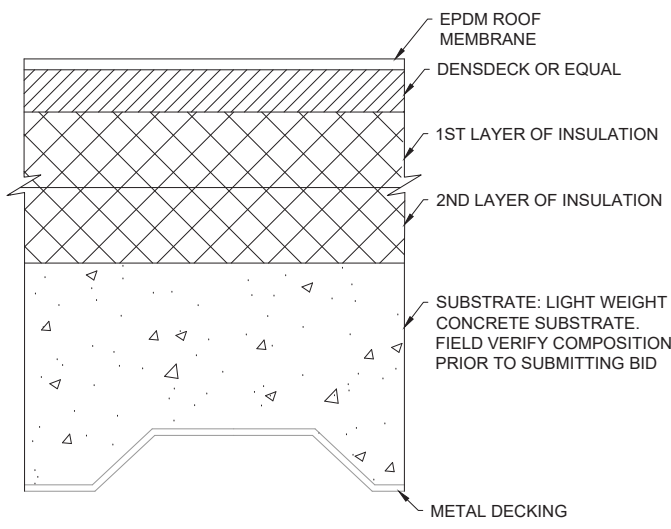
03/07/2023

**2023 ROOF REPAIR PROJECT**  
ARCHITECTURAL  
**BUILDING NO. 2 ROOF RESTORATION**

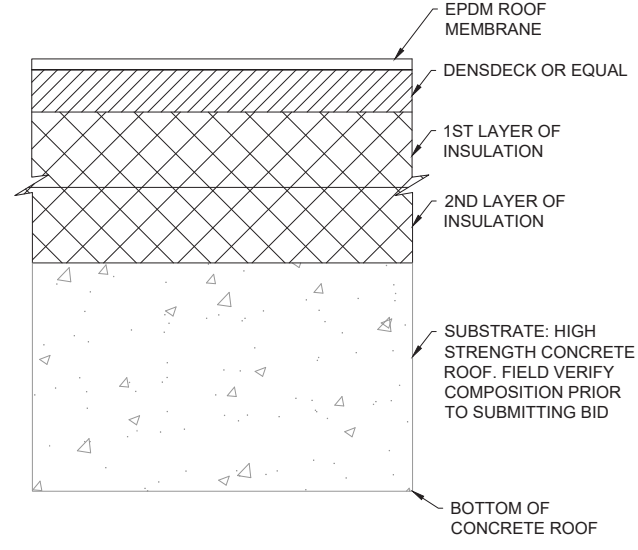
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NO.	REVISIONS	APPROVED BY	DATE	SHEET	4 OF 6
				DWG NO.	2-A-141
				DATE	MARCH 2023
DESIGNED BY:	TWS	DRAWN BY:	TWS	CHECKED BY:	APC/JAP
				APPROVED BY:	RMP

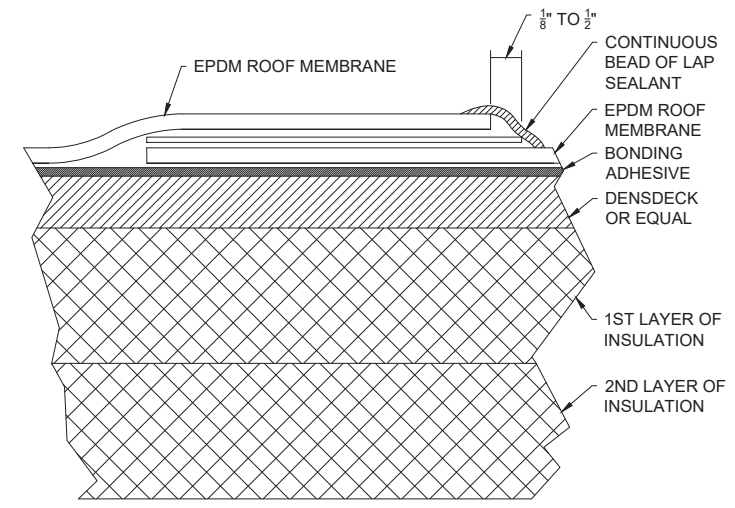




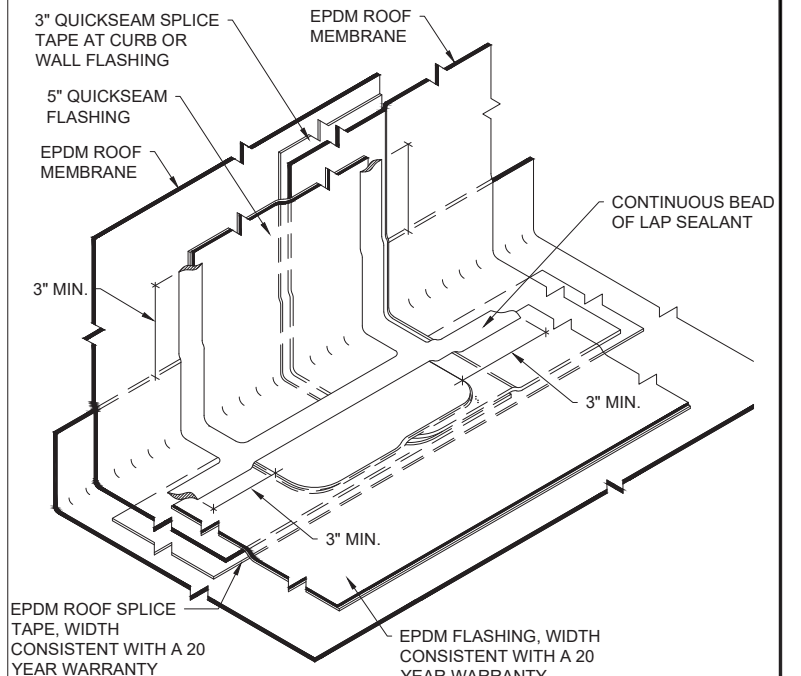
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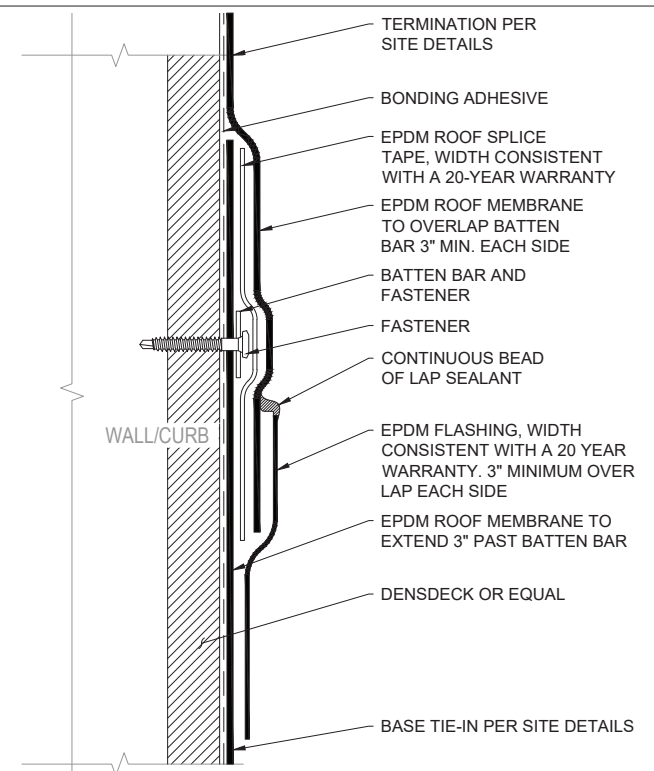
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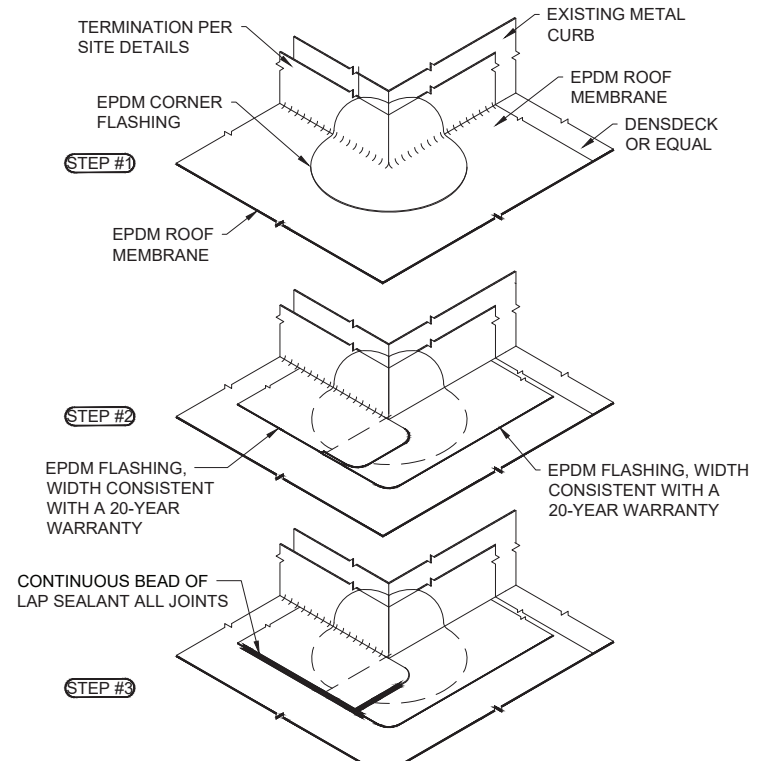
**HORIZONTAL LAP SPLICE, PROFILE** (3)  
SCALE: NTS



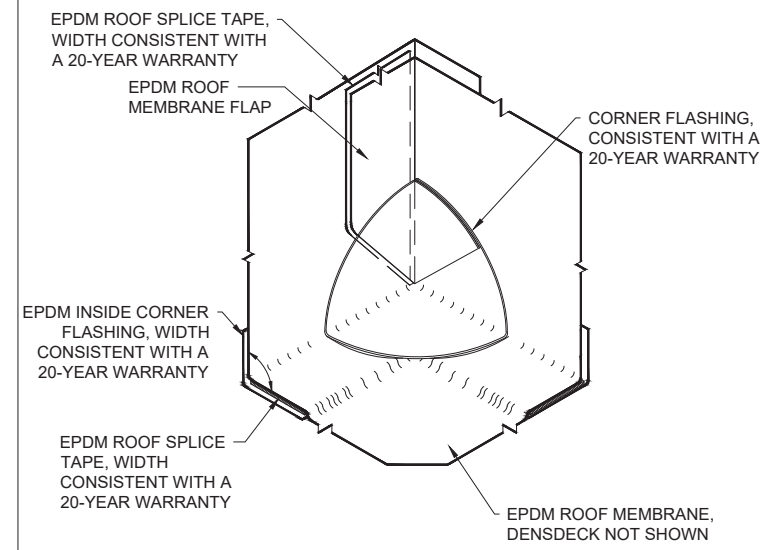
**CURB LAP SPLICE, PROFILE** (4)  
SCALE: NTS



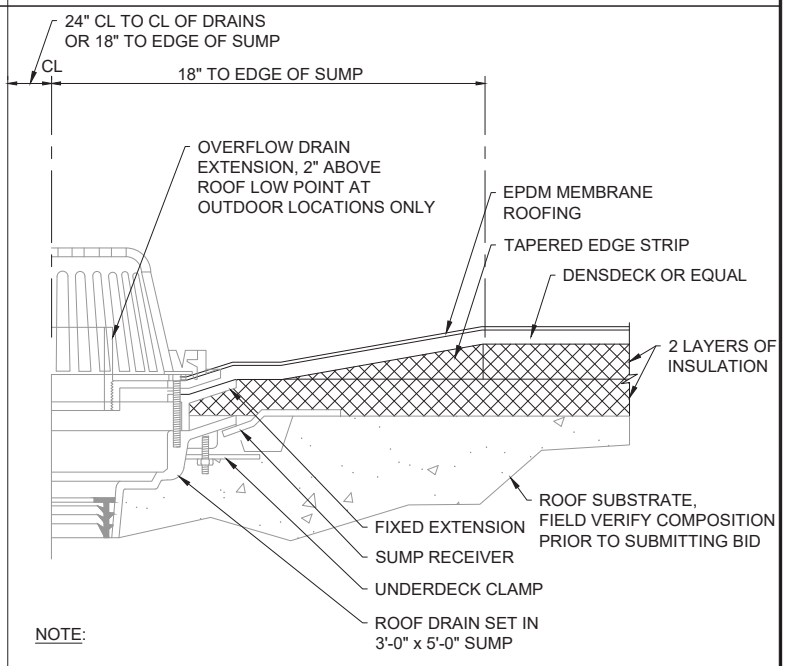
**VERTICAL LAP SPLICE, PROFILE** (5)  
SCALE: NTS



**OUTSIDE CURB** (6)  
SCALE: NTS



**INSIDE CORNER** (7)  
SCALE: NTS



**NOTE:**  
1. DRAIN PIPES AND LEADERS NOT SHOWN.

**ROOF DRAIN** (8)  
SCALE: NTS

T:\Engineering\Projects\2023\_Roof Repair\Project\_Proposed\Design\_Phase\Drawings\05\_401.dwg 3/7/2023 15:51



Tahoe-Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, California 96161  
(530) 587-2525

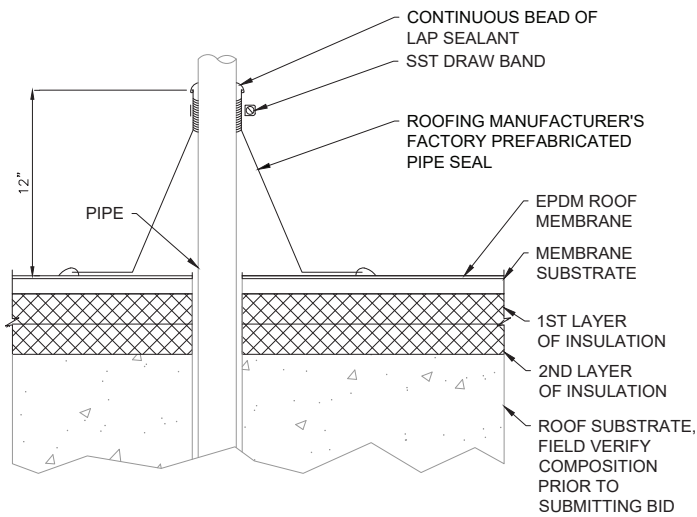


**2023 ROOF REPAIR PROJECT**  
DETAILS  
**ROOF DETAILS I**

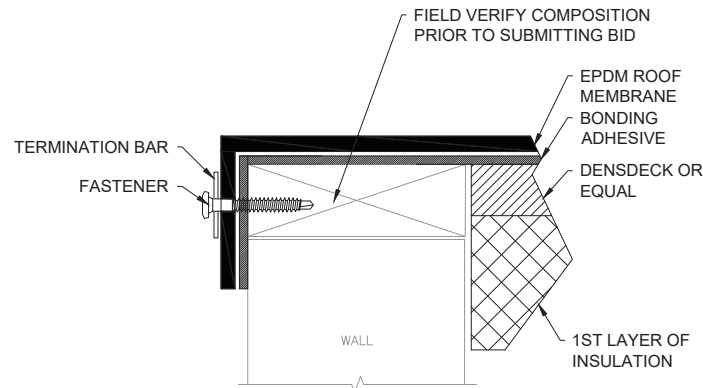
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DESIGNED BY:	TWS	DRAWN BY:	TWS
CHECKED BY:	APC/JAP	APPROVED BY:	RMP

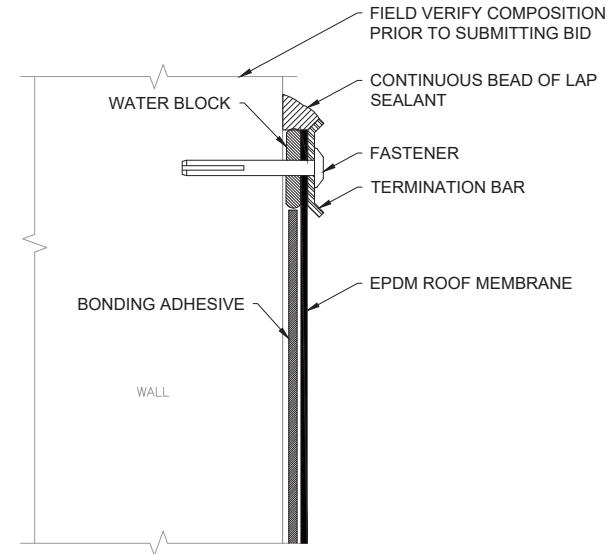
SHEET 5 OF 6  
DWG NO. D-401  
DATE MARCH 2023



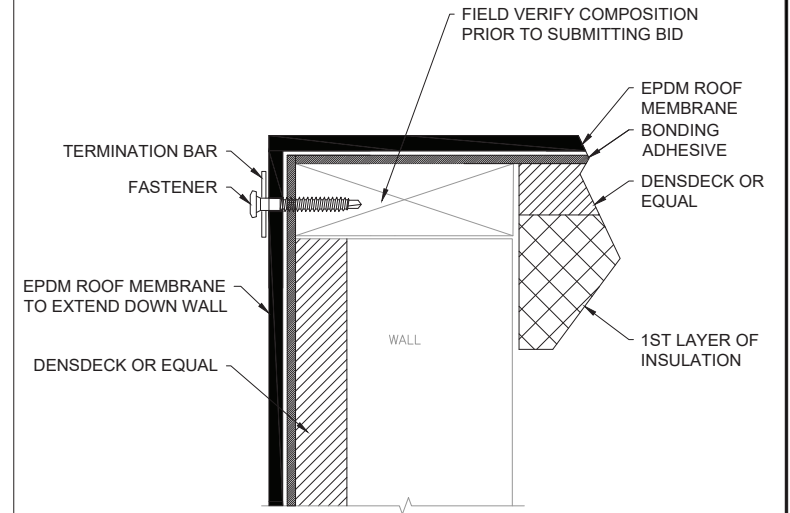
**ROOF PIPE VENT** (9)  
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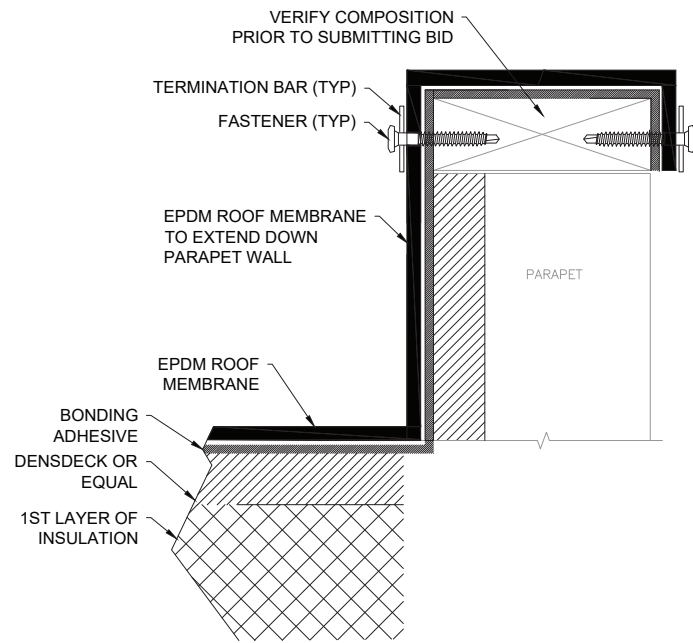
**ROOF EDGE TERMINATION** (10)  
SCALE: NTS



**ROOF EDGE TERMINATION** (11)  
SCALE: NTS



**ROOF EDGE TERMINATION** (12)  
SCALE: NTS



**ROOF EDGE TERMINATION AT PARAPET** (13)  
SCALE: NTS

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Tahoe-Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, California 96161  
(530) 587-2525



**2023 ROOF REPAIR PROJECT**

DETAILS

**ROOF DETAILS II**

VERIFY SCALE BAR IS ONE INCH ON ORIGINAL DRAWING 0 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY	NO.	REVISIONS	APPROVED BY	DATE	SHEET	6 OF 6
					DWG NO.	D-402
					DATE	MARCH 2023
	DESIGNED BY: TWS	DRAWN BY: TWS	CHECKED BY: APC/JAP	APPROVED BY: RMP		



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Tanner McGinnis, Interim Maintenance Manager  
**Item:** V-4  
**Subject:** Approval to purchase two (2) Taylor-Dunn Electric Utility Cart.

---

### Background

The Agency utilizes a fleet of electric utility carts to transport staff, tools, and equipment within the facility for the performance of operation and maintenance duties. While the current fleet has met the needs, it is aging.

In 2018, with over fifty percent of the fleet at least twenty-one years of age, management and staff determined that a multi-year phased replacement program was needed. Funds were budgeted and allocated for the procurement of new electric utility carts over each budget year. Based on discussions with staff and the performance of the existing Taylor-Dunn electric utility carts, the Taylor-Dunn B-200 electric utility carts were determined to be the best fit for Agency needs. The Taylor-Dunn Bigfoot S replaced the B-200 in 2023.

Bids for procurement were not solicited as they are not required in accordance with Agency Ordinance No. 3- 2015: *“Exceptions. Bidding will not be required for purchases in the following situations: ... (iii) the Material is to be purchased through or from the State of California or other federal, state or local government group sale program.”*

A quote of \$27,311.00 was provided by Toyota Material Handling, the local Taylor-Dunn sales representative for the National Joint Powers Alliance (NJPA/Sourcwell) program. Sales tax has not been included; however, the sales tax is calculated to be \$1,978.76. The estimated calculated total amount, with sales tax, is \$29,289.76.

The purchase of utility carts in the amount of \$25,000 was budgeted and approved in the FY-23 Annual Budget. The Maintenance Department FY-23 Budget will cover the remainder of the cost increase of the new model.

### Fiscal Impact

\$29,289.76 (estimated)


### Attachments


Toyota Material Handling Taylor-Dunn Bigfoot S quote.

### Recommendation

Management and staff recommend approval to purchase two (2) Taylor-Dunn Bigfoot S electric utility carts electric utility cart up to the amount of \$30,000.

### Review Tracking

Submitted By:   
Tanner McGinnis  
Interim Maintenance Manager

Approved By:   
Richard Pallante  
General Manager



Livermore \* West Sacramento \* Salinas \* Fresno \* North Bay  
(800) 527-3746 www.tmhnc.com

Tanner McGinnis  
Maintenance Supervisor  
Tahoe Truckee Sanitation Agency  
530-587-2525 ext. 125  
[tmcginnis@tsa.ca.gov](mailto:tmcginnis@tsa.ca.gov)

Drew Huff  
Phone: 510-432-5386  
Fax: 916-244-0253  
Email: [dhuff@tmhnc.com](mailto:dhuff@tmhnc.com)

## Quotation

Qty:	Description	Each	QTY 2
2	New Taylor Dunn Bigfoot S 36V Flatbed Electric Vehicle	\$ 11,882.60	\$ 23,886.00
	<b>ETA May / June 2023</b>	<b>Freight</b>	<b>\$ 1,460.00</b>
	<b>SOURCEWELL Member Pricing 122220-psi</b>		<b>\$ 2,900.00</b>
<p>Product: Bigfoot Electric Dunder Carrier            Wheels: 4 Wheel            Speed (Unloaded): 11 mph (17.7 km/h)            Unit Weight: 4400 lb (2000 kg)            Load Capacity: 2000 lb (907 kg)            Traction Voltage: 36 Volt            Battery Type: 210 amp hour, 6 Volt, lead acid            Drive: Direct Drive, Automotive Differential            Motor: 6.5 HP, Fully Enclosed AC, Brushless            Controller: Solid State Self-Diagnostic AC            Speed Controller            Charger: Dual-In: 36 volt, 1KW with Interlock            115 VAC / 60 Hz            Brakes: Rear Drum with Hand Parking Brake            Tires: 6.70 x 8, Load Range C, Pneumatic            Frame: Steel Flatbed Body, Heavy Duty 12 Gauge Smooth Skin            Flush Deck: 44 inches X 68 inches with Black 5/8 inch Plywood Deck Board            Steering: Rack and Pinion            Instrumentation: Horn, Reverse Puzzer, Display            (Battery Status, Hours, Fault Code, Speed), Key Switch, USB Port,            Light Switch, Emergency Power Cut-off Switch, High / Low Speed Switch,            Forward / Off / Reverse Selector, and DCDC Converter (on with key switch)            Lights: LED Dual Headlights, Taillights, and Brake Lights, Reverse Lights            Seats: Adjustable Deck Dual Bucket Seats            with Driver's Seat Electrical Interlock</p>			
		<b>Ca Battery Fee</b>	<b>\$ 12.00</b>
		<b>Ca Tire fee</b>	<b>\$ 14.00</b>
		<b>Local Delivery</b>	<b>\$ 400.00</b>
		<b>TOTAL INVESTMENT (Before Tax):</b>	<b>\$ 27,311.00</b>



**\*\*All Prices Quoted Do Not Include Sales Tax\*\***

Your signature on this proposal constitutes an order

This quotation is subject to our General Terms and Conditions, Form GTC Pub 0001 03-9-2007 Rev B,  
attached hereto and incorporated by reference.

F.O.B: Factory Terms: COD/ Terms or Finance Delivery: Will advise at time of order

Quoted:

By:

*Drew*

Drew Huff  
Commercial Equipment General Manager  
Date: 3-6-23

Accepted:

By:

Authorized Buyer (please print)

Authorized Buyer Signature

Date



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Tanner McGinnis, Interim Maintenance Manager  
**Item:** V-5  
**Subject:** Approval to purchase one (1) Seepex Progressing Cavity Pup for TWAS..

---

### Background

The Agency utilizes two progressing cavity pumps for transferring thickened waste activated sludge (TWAS) from the thickeners to the centrifuge feed tank in the Dewatering Building. The existing pumps are aging and have become expensive to maintain. One of these pumps has failed and requires rebuild or replacement.

The layout and design of the existing pump and motor assembly make the pump extremely difficult and inefficient to work on. Modern design of progressing cavity pumps has simplified the process of rebuilding through the incorporation of a split stator and rotor. In 2022, the Maintenance Department installed a Seepex Smart Conveying Technology (SCT) progressing cavity pump in another process and found their proprietary design to be more efficient and safer to maintain. The cost of rebuilding the current, dated progressing cavity pump would rival the cost of upgrading the pump to a Seepex SCT design.

Bids for procurement were not solicited as they are not required in accordance with Agency Ordinance No. 3- 2015: *“Exceptions. Bidding will not be required for purchases in the following situations: ... ..(ii) the General Manager determines that it is strongly preferred for efficient operations that the Material be of a particular model, brand or make in order to match and be compatible with the model, brand or make of existing in-use Material.”*

A quote of \$17,488.00 was provided by MISCOWater, the sole source Seepex sales and parts distributor for the municipal market in Northern California and Northwestern Nevada. Freight is estimated at \$1,000. The estimated total amount of \$17,488.00 will be allocated to the Maintenance Department FY-23 Annual Operating Budget.

### Fiscal Impact

\$17,488.00 (estimated)


### Attachments


Miscowater Seepex BN 35-6LS quote.

### Recommendation

Management and staff recommend approval to purchase one (1) Seepex BN 35-6LS progressing cavity pump for TWAS up to the amount of \$20,000.


### Review Tracking

Submitted By:   
Tanner McGinnis  
Interim Maintenance Manager

Approved By:   
Richard Pallante  
General Manager



## Price overview

Item	Designation	Application	type	Total price (without options)
10 	Progressive cavity pump	pump to handle Thickened activated sludge (SA)	BN 35-6LS	15,155 USD (1 x 15,155 USD)
Subtotal				15,155 USD
Freight Estimate, bill of actual				1,000 USD
Tax (8.25%)				1,333 USD
Total				17,488 USD

### Terms of delivery and payment:

Delivery time: Available in 14 weeks Ex-works. Applies after receipt of order and/or drawing approval if required. Special arrangements may be possible.  
Due to the current restrictions in the supply chain for some materials, especially electronic items, we reserve the right to revisit our stated delivery time given on any offer at the time of order.

Delivery: FOB Destination FOB Destination

Offer validity: This offer is valid until 14 February 2022

Payment: Within 30 days Due net

Prices: All prices are net prices

### Warranty:

Our General Terms and Conditions of Sale and Delivery and our General Terms and Conditions of Assembly apply.

### End-user certificate:

An End-User Certificate (EUC) is required before acceptance of an order for purposes of reviewing export restrictions ("sanctions lists," DUAL-USE, etc.). The End-User Certificate (EUC) must be prepared by the operator of the pumps based on its letterhead, and confirmed. Every quotation from us is conditional on the EUC being available at the time of inquiry, and at the latest, when the order is placed.

Please note that we reserve the right to withdraw the quotation or refuse acceptance of an order if the legally mandated export control check cannot take place due to unavailability of the EUC.

### Not included unless otherwise stated in datasheet:

For example: Anchor Bolts, Gauges, Panels, Seal or Packing Flush Hardware, Starters (AC Motors), Tools, Valves, Video Equipment/Taping, Controls, Lubricants, Pressure Switches, Special Paint or Paint Preparation, Timers, Taxes and Noise & Vibration Testing

### Your SEEPEX contact:

Elijah Tuttle  
Application Engineer  
SEEPEX Inc.



**TAHOE-TRUCKEE SANITATION AGENCY  
MEMORANDUM**

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** VI-1  
**Subject:** Department Reports.

---

**Background**

Department reports for previous and current month(s).

**Fiscal Impact**

None.

**Attachments**

1. Operations Department Report.
2. Maintenance Department Report.
3. Engineering Department Report.
4. Administrative Department Report.

**Recommendation**

No action required.

**Review Tracking**

Submitted By: 

Richard Pallante  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## OPERATIONS DEPARTMENT REPORT

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Michael Peak, Operations Department Manager  
**Subject:** Operations Department Report

---

**Compliance:**

- All plant waste discharge requirements were met for the month.

**Operations:**

- Plant performed well through the month.
- Sodium Hypochlorite pilot project for effluent disinfection continues to perform well.
- Water Information Management Solution (WIMS) is currently being utilized by staff and internal configuration set-up is ongoing.

**Operations Work Orders:**

- Completed this month: 0
- Pending: 0

**Laboratory:**

- Staff performed necessary laboratory testing.
- Lab staff in the process of implementing quality systems improvements.
- Lab staff assisted with WIMS to LIMS interface and historical data entry.

**Laboratory Corrective Actions:**

- Completed this month: 1
- Pending: 2

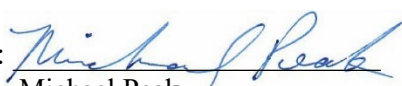
**Plant Data:**


Influent Flow Description	MG
Monthly average daily <sup>(1)</sup>	3.94
Monthly maximum instantaneous <sup>(1)</sup>	7.40
Maximum 7- day average	4.48

Effluent Limitation Description <sup>(2)</sup>	WDR Monthly Average		WDR Daily Maximum	
	Recorded	Limit	Recorded	Limit
Suspended Solids (mg/l)	1.2	10.0	1.5	20.0
Turbidity (NTU)	NA	NA	1.9	10.0
Total Phosphorus (mg/l)	0.19	0.80	0.32	1.50
Chemical Oxygen Demand (mg/l)	35	45	46	60

Notes: 1. Flows are depicted in the attached graph.  
 2. Effluent table data per WDR reportable frequency. Attached graphs depict all recorded data.

**Review Tracking:**

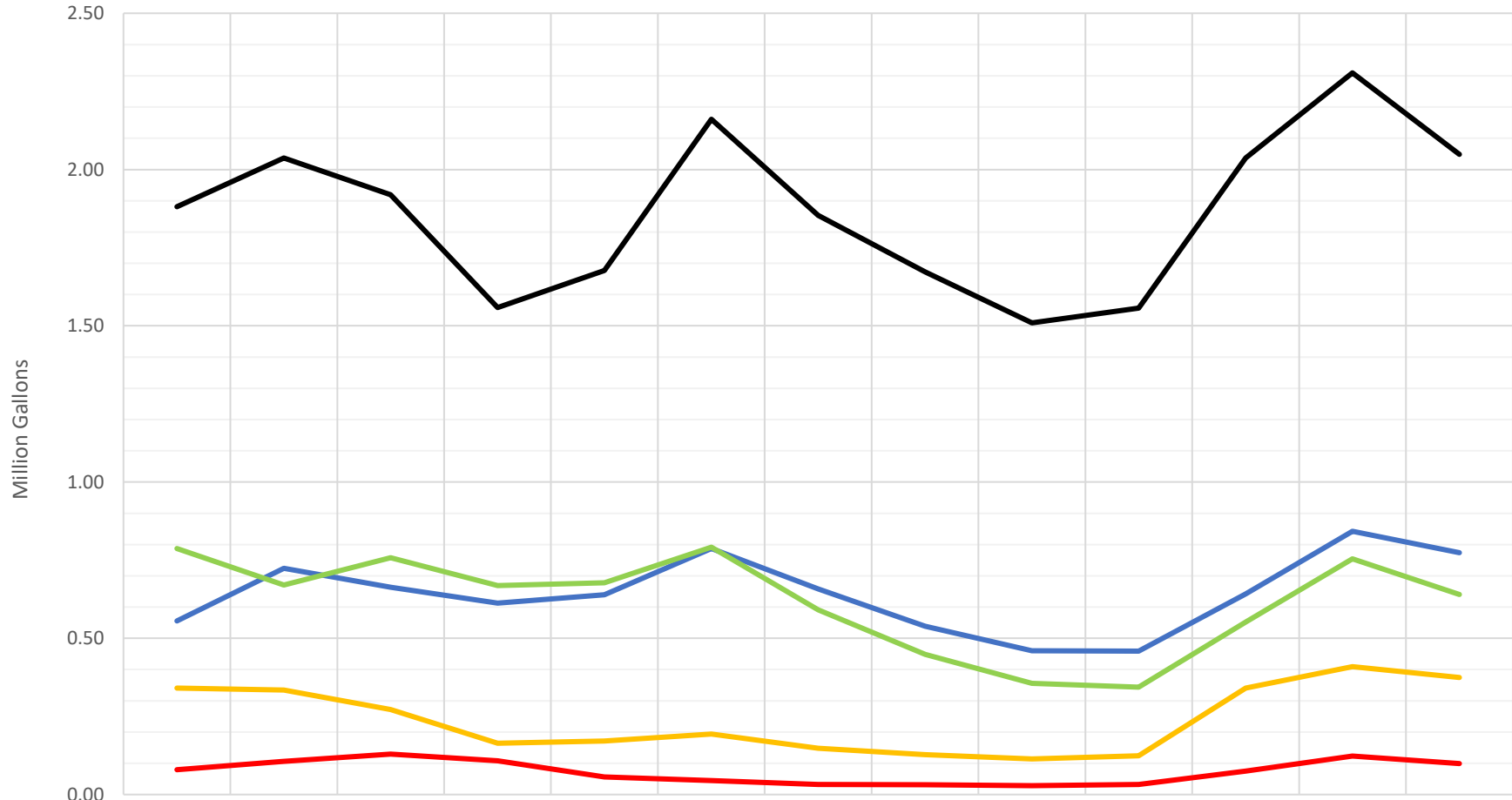
Submitted By:   
 Michael Peak  
 Operations Manager

Approved By:   
 Richard Pallante  
 General Manager





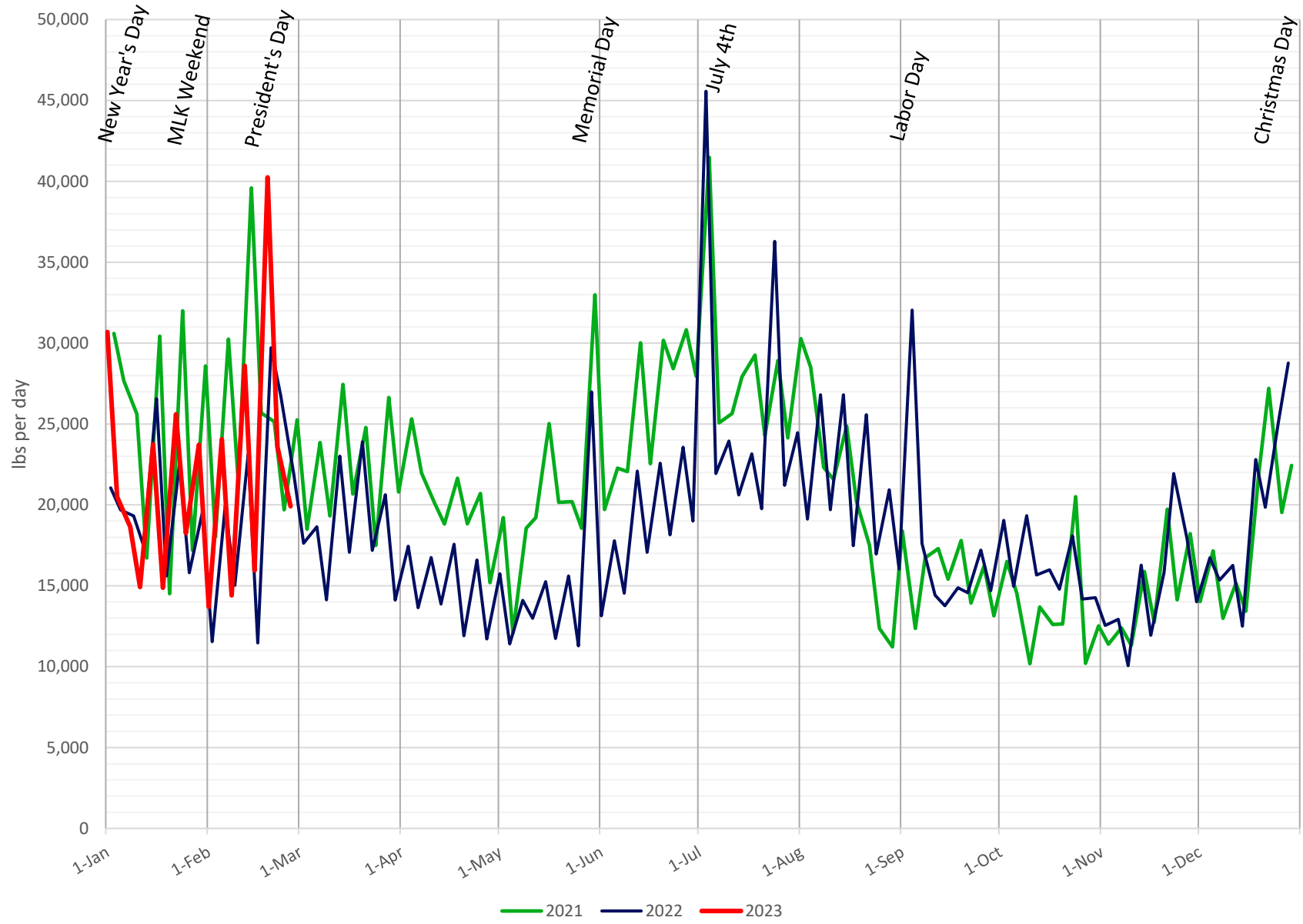
### Monthly Average Daily Flow (Districts)



	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
NTPUD	0.56	0.72	0.66	0.61	0.64	0.79	0.66	0.54	0.46	0.46	0.64	0.84	0.77
TCPUD	0.79	0.67	0.76	0.67	0.68	0.79	0.59	0.45	0.36	0.34	0.55	0.75	0.64
ASCWD	0.08	0.11	0.13	0.11	0.06	0.04	0.03	0.03	0.03	0.03	0.07	0.12	0.10
OVPSD	0.34	0.33	0.27	0.16	0.17	0.19	0.15	0.13	0.11	0.12	0.34	0.41	0.37
TSD	1.88	2.04	1.92	1.56	1.68	2.16	1.85	1.67	1.51	1.56	2.04	2.31	2.05



# COD Influent Loading







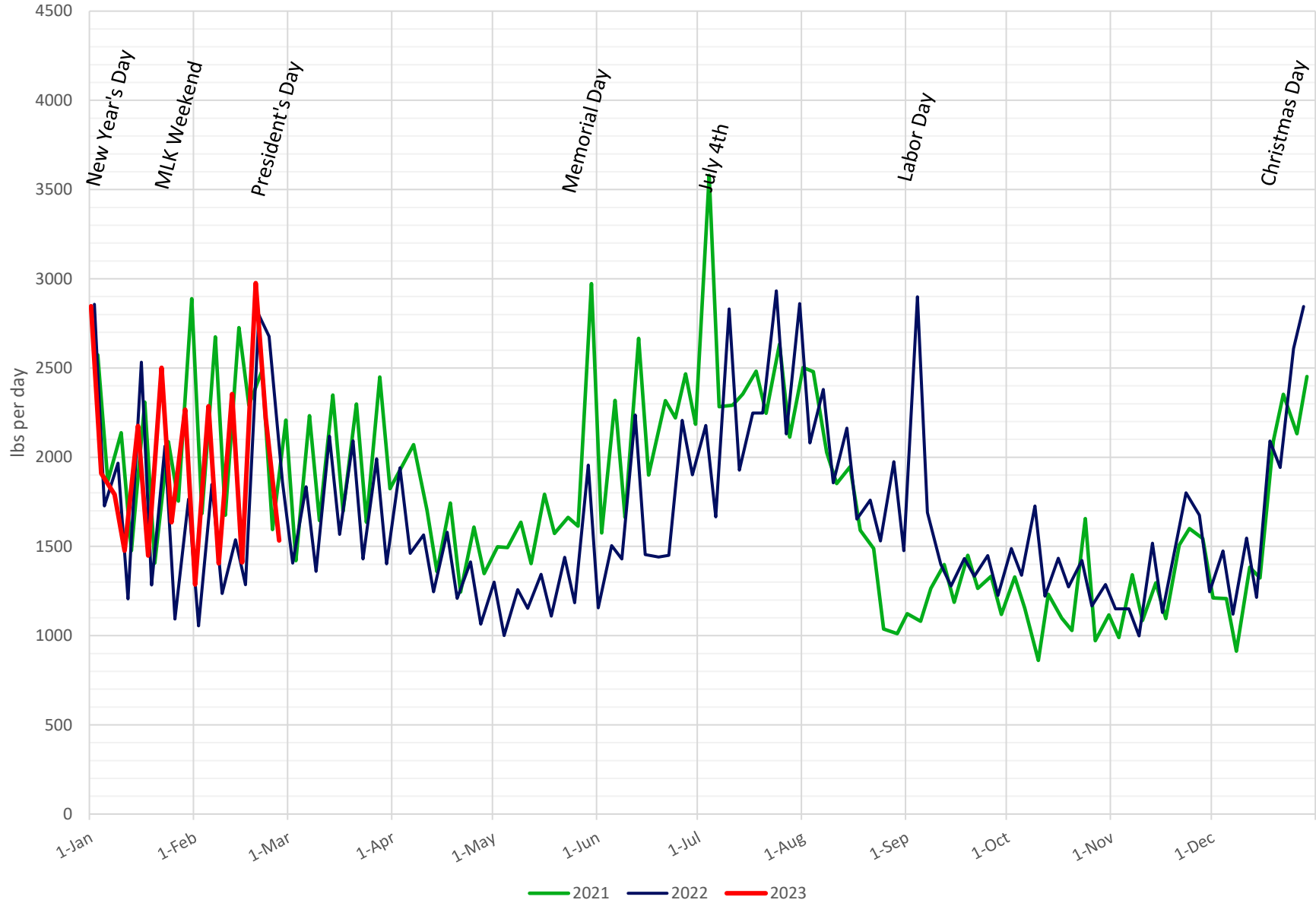






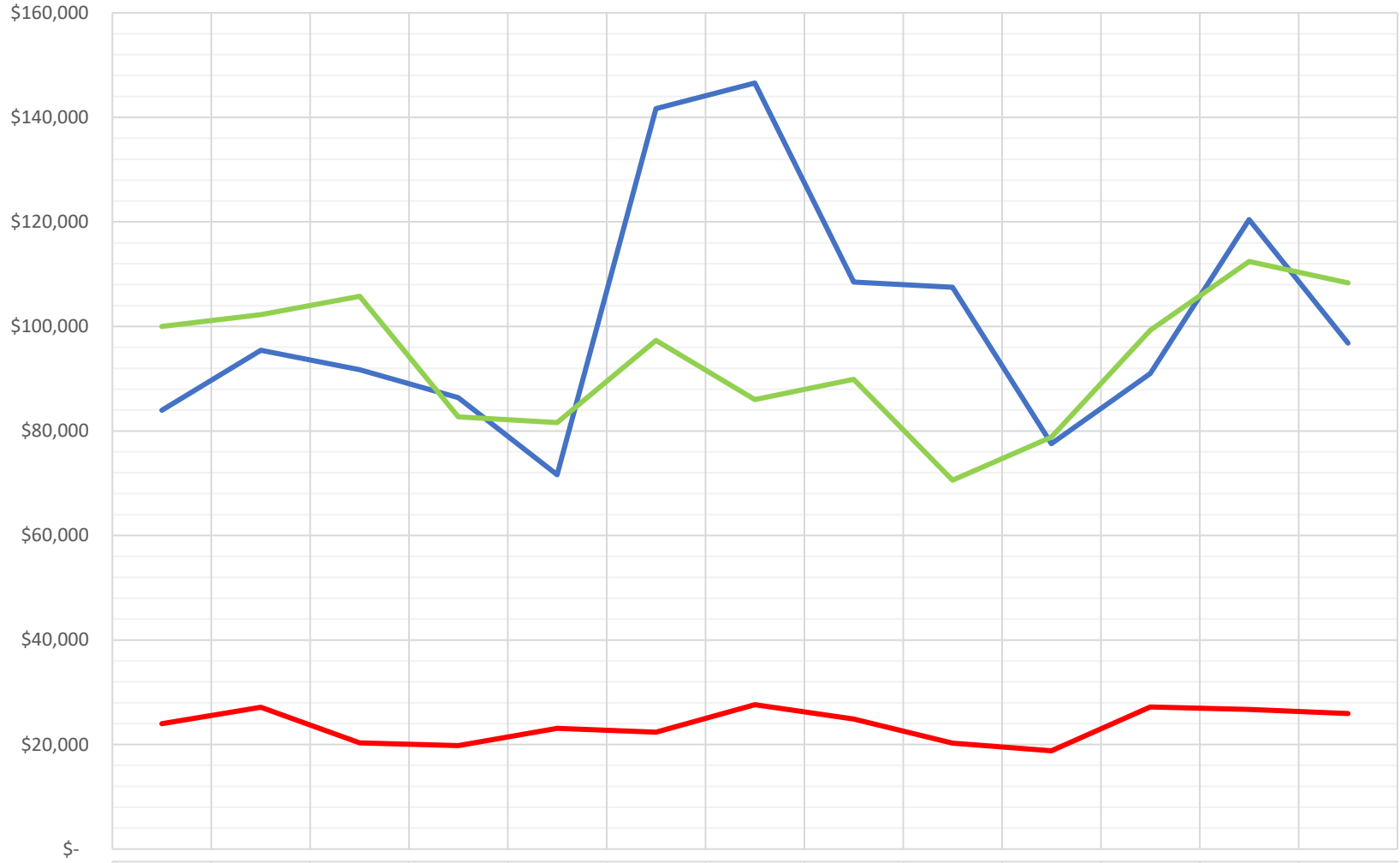


TKN Influent Loading





### Chemical, Power and Sludge Disposal Costs



	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
— Chemical	\$83,965	\$95,430	\$91,716	\$86,354	\$71,623	\$141,666	\$146,572	\$108,468	\$107,489	\$77,582	\$91,000	\$120,444	\$96,819
— Power	\$100,001	\$102,266	\$105,788	\$82,689	\$81,617	\$97,324	\$86,012	\$89,878	\$70,580	\$78,822	\$99,246	\$112,421	\$108,330
— Sludge Disposal	\$23,978	\$27,158	\$20,336	\$19,784	\$23,098	\$22,347	\$27,626	\$24,891	\$20,280	\$18,808	\$27,209	\$26,725	\$25,917



## TAHOE-TRUCKEE SANITATION AGENCY MAINTENANCE DEPARTMENT REPORT

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Tanner McGinnis, Interim Maintenance Manager  
**Subject:** Maintenance Report

---

◆ **Project support:** In the month of February, Maintenance staff provided support for the following projects:

- Firewall configuration and install.
- New TTSA Web Site.
- SCADA/IT Master Plan implementation.
- Lucy CMMS Project.
- LIMS Project Support.
- WIMS Project Support.
- Chlorine Scrubber Project.
- Sodium Hypochlorite Project.


◆ **Plant Maintenance activities:** Maintenance staff performed tasks on the following items:


- Repaired multiple issues with the boiler condensate system.
- Implemented a Mobile Device Management solution and deployed tablets to maintenance staff.
- Installed baseboard, painted, and arranged lockers in Maintenance wet room.
- Modified Final Effluent Instrumentation sample line.
- Completed Sodium Hypochlorite project residual automation and added tank level to SCADA.
- Rebuilt Primary Scum Pump and 2 Water Pump.
- Repaired/replaced several heat tape systems.
- Performed annual maintenance and load bank testing on facility standby generators.
- Added Agency logos to fleet vehicles.

◆ **Work Orders**

- Completed: Mechanical-35, Fleet-4, Electrical & Instrumentation-17, IT-33.
- Pending: Mechanical-112, Fleet-63, Electrical & Instrumentation-30, IT-32.

**Review Tracking:**

Submitted By:   
Tanner McGinnis  
Interim Maintenance Manager

Approved By:   
Richard Pallante  
General Manager



## Plant Maintenance Activities



Maintenance Wet Room Painting



Heat Trace Repairs

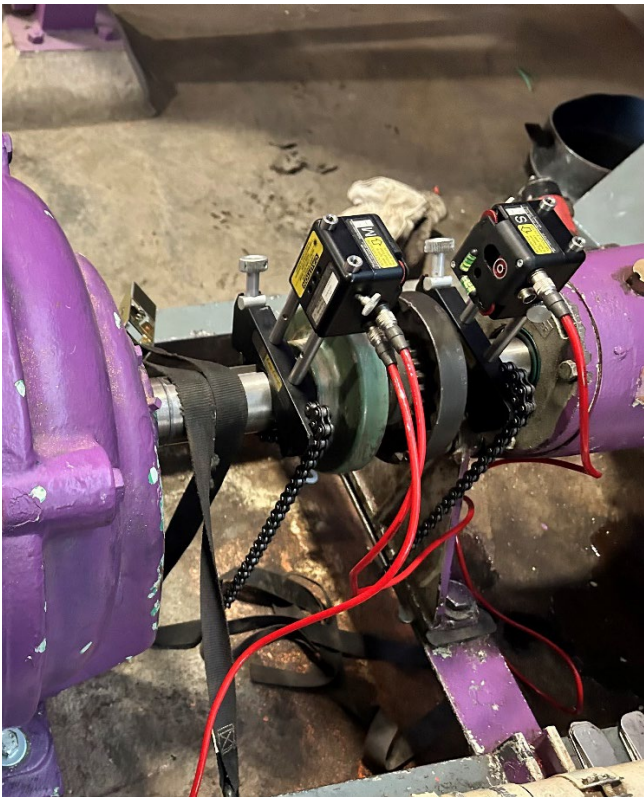


Final Effluent Instrumentation Sample Line





Agency Logos on Fleet Vehicles



2 Water Pump and Motor Precision Alignment



2 Water Pump Installation



## TAHOE-TRUCKEE SANITATION AGENCY ENGINEERING DEPARTMENT REPORT

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Jay Parker, Engineering Manager  
**Subject:** Engineering Report

---


◆ **Projects:** In the month of February, Engineering staff continued working on the following projects:


- Digestion Improvements Project
- 2021 Chlorine Scrubber Improvements Project
- 2022 Control Room Upgrades Project
- 2022 Filter Influent Condition Assessment Project
- 2022 Sodium Hypochlorite Disinfection Pilot Project
- 2022 Sodium Hypochlorite Disinfection Full Scale Project
- 2022 Roof Repair Project
- 2022 TRI Alpine Meadows to Olympic Valley Rehabilitation Project

◆ **Work Orders:**

- Engineering:
  - Completed this month: 0
  - Pending: 0
- Safety:
  - Completed this month: 0
  - Pending: 0

**Review Tracking:**

Submitted By:   
Jay Parker  
Engineering Manager

Approved By:   
Richard Pallante  
General Manager





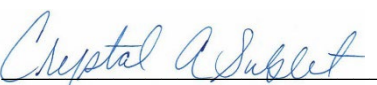
## TAHOE-TRUCKEE SANITATION AGENCY ADMINISTRATIVE DEPARTMENT REPORT


**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Crystal Sublet, Finance and Administrative Manager  
**Subject:** Administrative Report

---

- Finance
  - Completed monthly A/P, A/R, payroll, general ledger processes, and bank reconciliations.
  - Completed set up of Positive Pay
  - Participated in Finance Committee Meeting
  - Completed 2022 Annual Continuing Disclosure Statement
- Billing/Customer Service
  - General assistance with customer accounts, utility demands, adjustments, and plan review.
  - Activated new account permits and prepared letters, reports and invoices.
  - Worked on Connection Fee and Service Charge Rate Study.
  - Worked with vendor that will be processing Proposition 218 notices.
- Purchasing/Administration
  - General purchasing responsibilities for monthly requisitions, purchase orders and ordering.
  - General responsibilities to customer service, front gate and front desk.
  - Coordinated First Responder jacket orders.
  - Coordinated coverall orders and cotton uniforms.
- General Administration
  - Performed various administrative duties to assist Interim General Manager and Board of Directors.
  - Participated in Finance Committee Meeting.
  - Continued discussions and analysis for the rate studies with HDR, Department Managers and the Finance Committee.
  - Continued working with investment advisors for future investment opportunities.

### Review Tracking

Submitted By:   
Crystal Sublet  
Finance and Administrative Manager

Approved By:   
Richard Pallante  
Interim General Manager

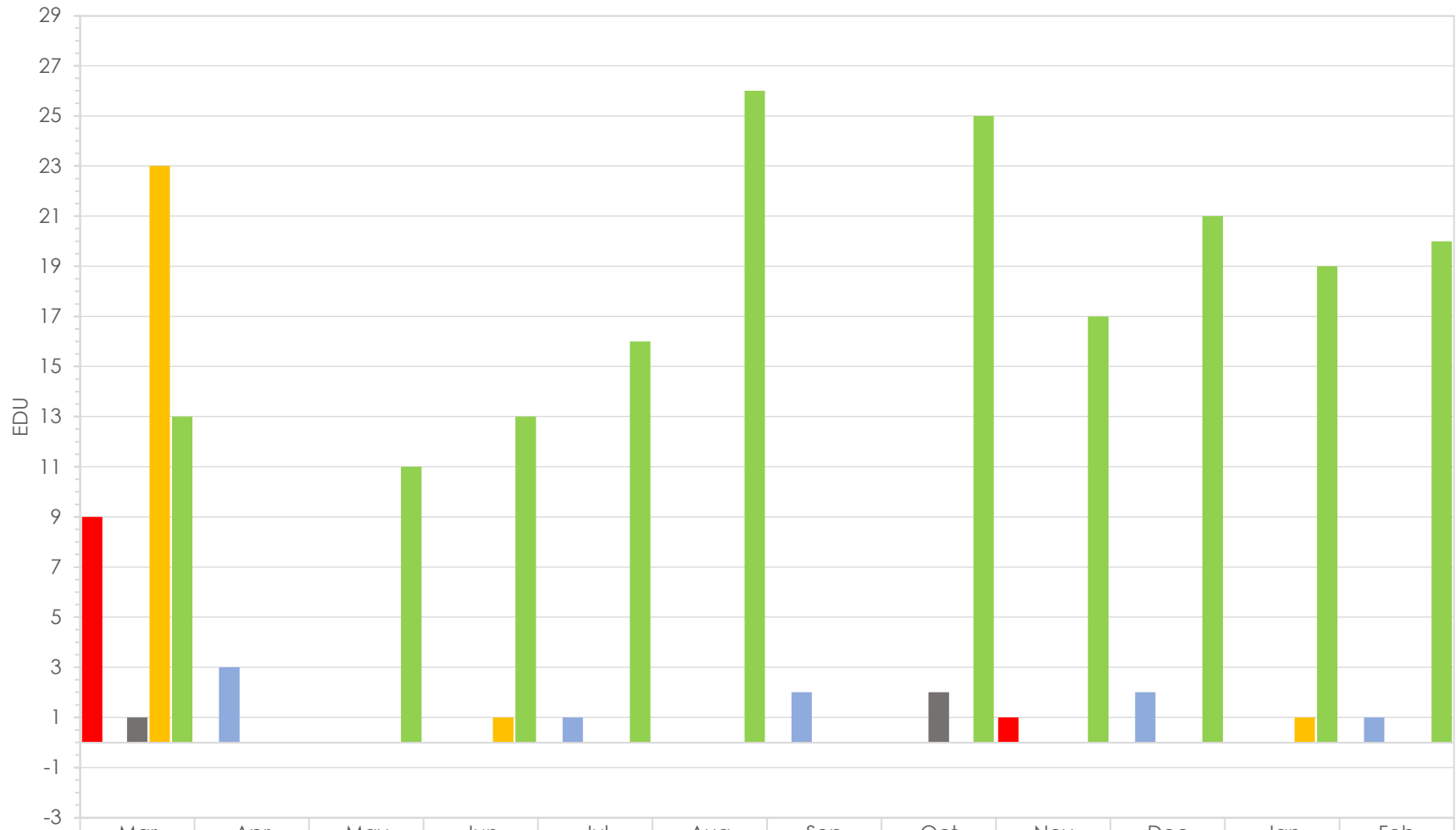
## CONNECTION FEES - FEBRUARY 2023

Connection Fee Type	MTD Count (#)	MTD Total Ft <sup>2</sup>	MTD Total \$	YTD Count (#)	YTD Total Ft <sup>2</sup>	YTD Total \$
Residential	1	2,356	\$ 5,623.00	8	21,291	\$ 49,259.25
Residential Ft <sup>2</sup> Additions	1	808	\$ 1,414.00	4	4,192	\$ 7,336.00
Residential Ft <sup>2</sup> Additions - Exempt	0	0	N/A	0	0	N/A
Accessory Dwelling Unit (ADU)	0	0	\$ -	1	502	\$ 2,378.50
Accessory Dwelling Unit (ADU) - Exempt	0	0	N/A	2	862	N/A
Commercial	0	N/A	\$ -	1	N/A	\$ 19,600.00
Industrial	0	N/A	\$ -	0	N/A	\$ -
<b>Grand Total</b>	<b>2</b>	<b>3,164</b>	<b>\$ 7,037.00</b>	<b>16</b>	<b>26,847</b>	<b>\$ 78,573.75</b>

## INSPECTIONS - FEBRUARY 2023

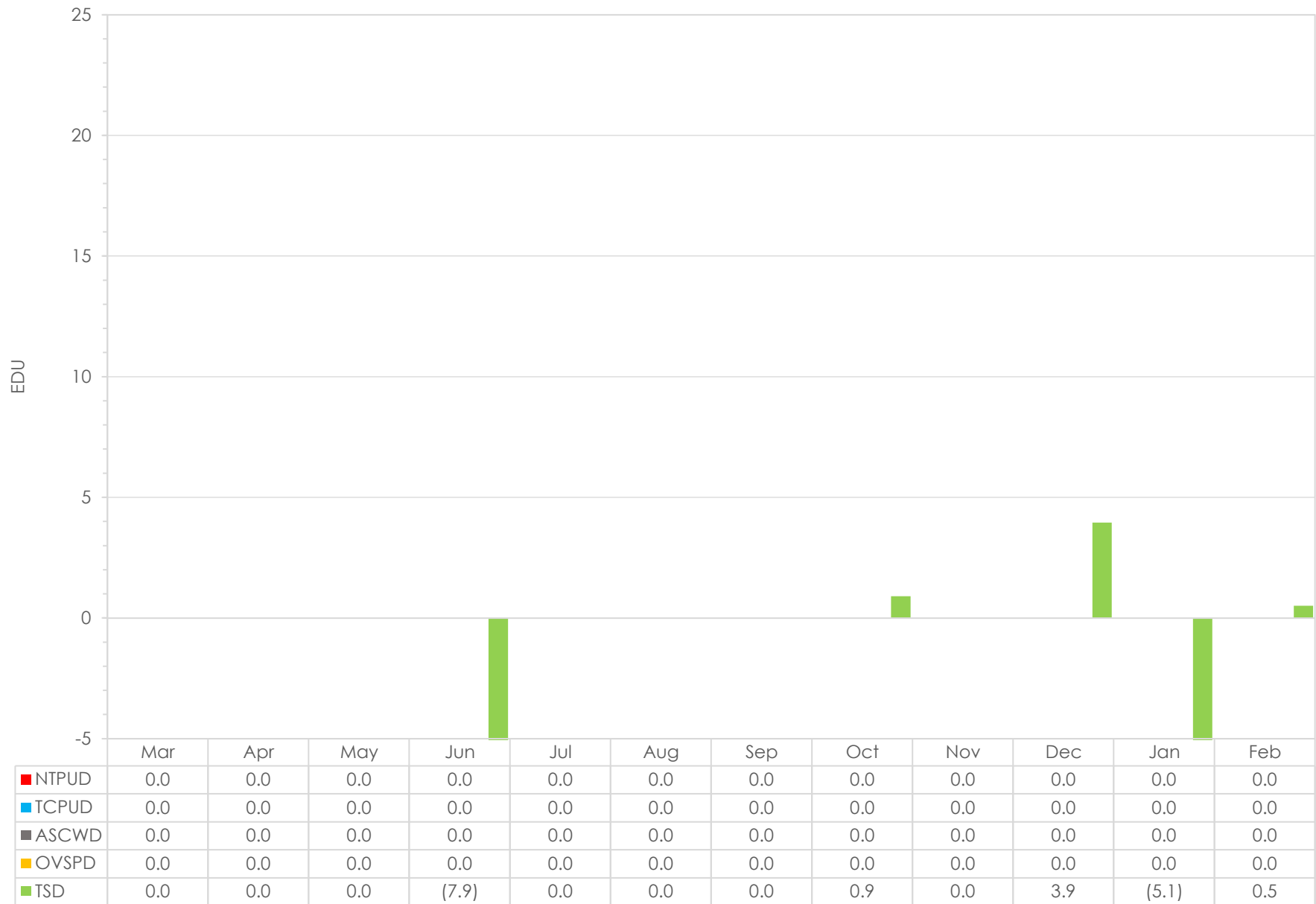
Inspection Type	MTD Count #	MTD Total	YTD Count #	YTD Total
Commercial	0	0	0	0
Residential (Drive-by of Suspended Accounts)	0		0	

# Residential EDU Summary

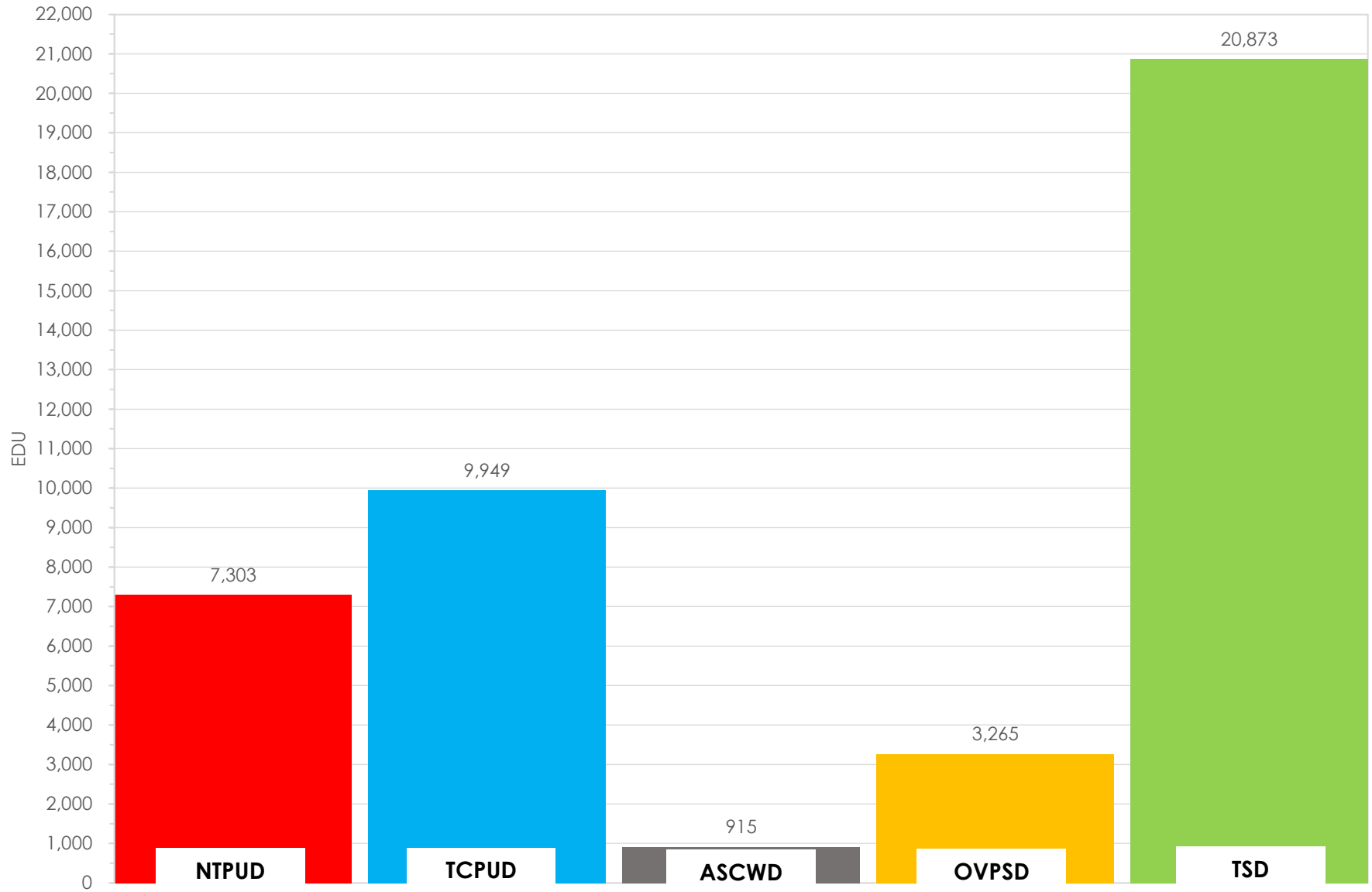


	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
■ NTPUD	9	0	0	0	0	0	0	0	1	0	0	0
■ TCPUD	0	3	0	0	1	0	2	0	0	2	0	1
■ ASCWD	1	0	0	0	0	0	0	2	0	0	0	0
■ OVSPD	23	0	0	1	0	0	0	0	0	0	1	0
■ TSD	13	0	11	13	16	26	0	25	17	21	19	20

## Other EDU Summary

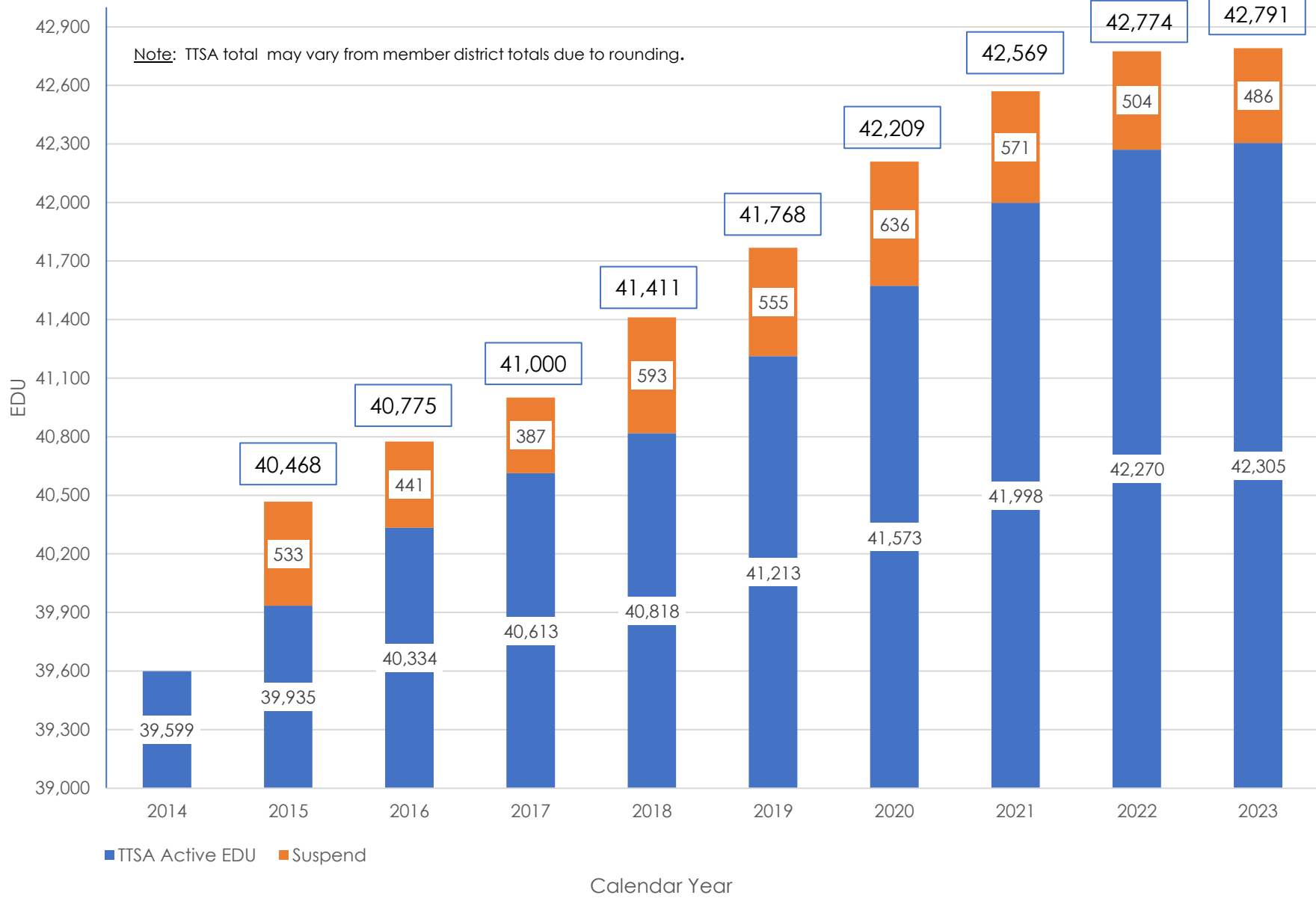


# Current EDU Summary By Member District



## Historical TTSA EDU Summary

Note: TTSA total may vary from member district totals due to rounding.





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** VI-2  
**Subject:** General Manager Report.

---

### Continuing Projects/Work

- Management and staff continued to work with consultant on Connection fee/Rate Study.
- Management and staff continued implementation of the new software programs.
- Management and staff continued progress on CIP projects.
- Management and staff have finalized leadership team training outline and is processing the proposal.

### Past Month Projects/Work

Continue to conduct one on one meetings with Agency staff.  
Continue to prove out sodium hypochlorite system for disinfection.  
Participated in Good Moring Truckee.  
Completed member district Board meetings with introduction presentation.  
Attended local agency General Managers meeting..

### Review Tracking

Submitted By: 

Richard Pallante  
General Manager



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** VII  
**Subject:** Board of Director Comment.

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### **Background**

Opportunity for directors to ask questions for clarification, make brief announcements and reports, provide information to staff, request staff to report back on a matter, or direct staff to place a matter on a subsequent agenda.





# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Richard Pallante, General Manager  
**Item:** VIII  
**Subject:** Closed Session.

---

1. Closed session for public employee performance evaluation of the General Manager. (Government Code, §54957.)



# TAHOE-TRUCKEE SANITATION AGENCY

## MEMORANDUM

**Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Report  
**Item:** IX  
**Subject:** Report from Closed Session

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### **Background**

At the conclusion of the closed session discussion at the March 15, 2023 Board of Directors meeting, the meeting was adjourned without providing a report from closed session.

There was no action taken during the closed session meeting.

### **Fiscal Impact**

None.


### **Attachments**

None.

### **Recommendation**

Management recommends a report from the March 15, 2023 closed session meeting.

### **Review Tracking**

Submitted By:   
Richard Pallante  
General Manager